



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

GAIL FARBER, Director

January 07, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 January 7, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**AWARD OF CONTRACT FOR
SUNSHINE SHUTTLE SERVICE IN THE
UNINCORPORATED COMMUNITY OF SOUTH WHITTIER
(SUPERVISORIAL DISTRICT 4)
(3 VOTES)**

SUBJECT

This action is to award a contract for Sunshine Shuttle Service in the unincorporated community of South Whittier.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is statutorily exempt from the provisions of the California Environmental Quality Act.
2. Find that this service can be more economically performed by an independent contractor than by County of Los Angeles employees.
3. Award the contract to Southland Transit, Inc., for Sunshine Shuttle Service in the annual sum of \$649,188, which includes \$50,000 for major vehicle repair work and graphics to County-provided service vehicles in accordance with the contract, and instruct the Chairman to execute the contract. This contract will commence on February 1, 2014, or upon the Board's approval, whichever occurs last, for a term of one year with four 1-year renewal options and a month-to-month extension up to six months for a maximum potential total contract term of 66 months.

4. Authorize the Director of Public Works or her designee to increase the contract amount up to an additional 10 percent of the contract sum for the initial one-year term and to annually increase the contract amount up to an additional 10 percent of the annual contract sum for renewal option years for unforeseen, additional work within the scope of the contract, if required.

5. Authorize the Director of Public Works or her designee to renew the contract for each additional renewal option if, in the opinion of the Director of Public Works or her designee, Southland Transit, Inc., has successfully performed during the previous contract period and the service is still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to award a contract for Sunshine Shuttle Service to continue providing shuttle service in the unincorporated community of South Whittier. The Department of Public Works has contracted for this service since 2006.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide this service accurately, efficiently, timely, and in a responsive and cost-effective manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The annual contract sum is \$649,188, which includes \$50,000 for major vehicle repair work and graphics to County-provided service vehicles in accordance with the contract, plus an additional 10 percent of the contract sum for unforeseen, additional work within the scope of the contract. This amount is based on Public Works' estimated annual requirements for the service at the hourly rates quoted by the contractor.

The necessary funds are available in the Fourth Supervisorial Districts' Proposition A Local Return Transit Program included in the Fiscal Year 2013-14 Transit Enterprise Fund Budget and in the recommended Fiscal Year 2014-15 Transit Enterprise Fund Budget to finance the contract's first option year, including 10 percent additional funding for contingencies, and subsequent option years will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Southland Transit, Inc., located in El Monte, California. This contract will commence on February 1, 2014, or upon the Board's approval, whichever occurs last, for a period of one year. With the Board's delegated authority, the Director of Public Works or her designee may renew this contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contract has been executed by Southland Transit, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and the Board.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for this contracted service was submitted on August 29, 2013, to the appropriate unions for review. The unions have not asked to meet with Public Works regarding this solicitation.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on February 6, 2007, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance (LWO) provisions apply to this proposed contract, as County employees can perform this contracted service. The contract complies with all of the requirements of the Los Angeles County Code, Section 2.201. The contractor will pay its full time employees the required minimum rates of \$11.84 per hour without health benefits, or \$9.64 per hour with health benefits of \$2.20 per hour, as specified in the LWO adopted by the Board and will comply with the County's Living Wage reporting requirements.

Using methodology approved by the Auditor-Controller, Public Works' Proposition A cost analysis determined that the recommended contracted service can be performed more economically by the private sector.

This Proposition A contract does not allow cost-of-living adjustments for any option years.

ENVIRONMENTAL DOCUMENTATION

This service is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 21080 (b) (10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

CONTRACTING PROCESS

On September 3, 2013, Public Works solicited proposals from 111 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's bid website (Enclosure B), and an advertisement was placed in the Los Angeles Times.

On September 30, 2013, three proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. Two proposers were disqualified for not meeting the minimum requirements of the RFP. The remaining one proposal having met these requirements was then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan/quality assurance program, financial resources, references, demonstrated controls over labor/payroll record keeping, and equipment utilizing the informed averaging methodology, where applicable. Based on this evaluation, it is recommended that this contract be awarded to the apparent responsive and responsible contractor, Southland Transit, Inc. Public Works determined the contractor's price to be reasonable for the work requested.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees as this service is presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this letter along with the Contractor Execute and Department Conform copies to the Department of Public Works, Administrative Services Division. The original Board Execute copy should be retained for your files.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

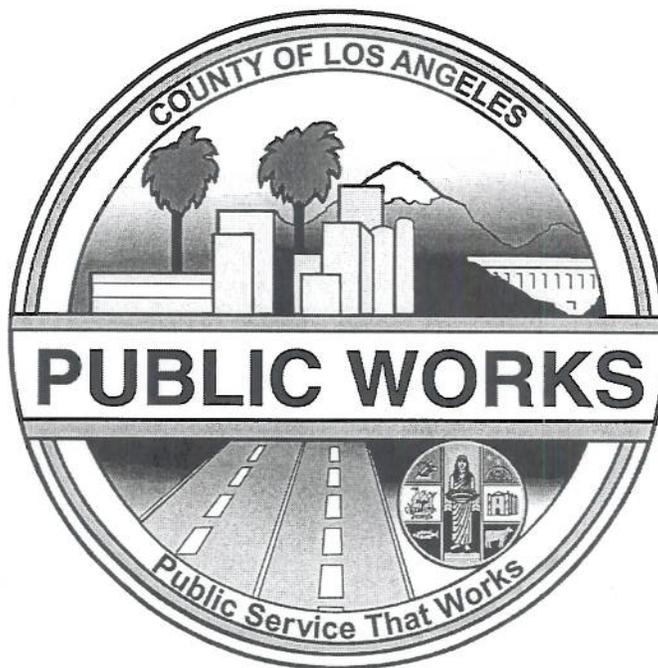
Director

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
County Counsel
Executive Office
Internal Services Department, Contracts Division
(w/o enc.)

Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

SOUTHLAND TRANSIT, INC.

FOR

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE
(2013-PA027)

78102

TABLE OF CONTENTS

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE (2013-PA027)

		PAGE
AGREEMENT	1-4
EXHIBIT A Scope of Work	A.1-46
EXHIBIT B Service Contract General Requirements		
Section 1	Interpretation of Contract	
A.	Ambiguities or Discrepancies	B.1
B.	Definitions	B.1
C.	Headings	B.3
Section 2	Standard Terms and Conditions Pertaining to Contract Administration	
A.	Amendments.....	B.4
B.	Assignment and Delegation	B.4
C.	Authorization Warranty	B.5
D.	Budget Reduction	B.5
E.	Complaints	B.6
F.	Compliance with Applicable Laws	B.6
G.	Compliance with Civil Rights Laws	B.7
H.	Confidentiality.....	B.7
I.	Conflict of Interest	B.7
J.	Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List	B.8
K.	Consideration of Hiring GAIN and GROW Participants.....	B.8
L.	Contractor's Acknowledgment of County's Commitment to Child Support Enforcement	B.8
M.	Contractor's Charitable Activities Compliance	B.8
N.	Contractor's Warranty of Adherence to County's Child Support Compliance Program	B.9
O.	Contractor Performance Evaluation/Corrective Action Measures.....	B.9
P.	Damage to County Facilities, Buildings, or Grounds	B.9
Q.	Employment Eligibility Verification	B.10
R.	Facsimile Representations.....	B.10
S.	Fair Labor Standards	B.10
T.	Force Majeure.....	B.11
U.	Governing Laws, Jurisdiction, and Venue.....	B.11
V.	Most Favored Public Entity.....	B.11
W.	Nondiscrimination and Affirmative Action.....	B.12
X.	Nonexclusivity.....	B.13
Y.	No Payment for Services Provided Following Expiration/Suspension/Termination of Contract.....	B.13
Z.	Notice of Delays.....	B.13
AA.	Notice of Disputes.....	B.13
BB.	Notice to Employees Regarding the Federal Earned Income Credit...	B.14
CC.	Notices.....	B.14

	DD.	Publicity.....	B.14
	EE.	Public Records Act.....	B.15
	FF.	Record Retention and Inspection/Audit Settlement.....	B.15
	GG.	Recycled-Content Paper Products.....	B.17
	HH.	Contractor's Employee Criminal Background Investigation.....	B.17
	II.	Subcontracting.....	B.18
	JJ.	Validity.....	B.19
	KK.	Waiver.....	B.19
	LL.	Warranty Against Contingent Fees.....	B.19
Section 3		Terminations/Suspensions	
	A.	Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program	B.21
	B.	Termination/Suspension for Convenience	B.21
	C.	Termination/Suspension for Default	B.22
	D.	Termination for Improper Consideration	B.23
	E.	Termination/Suspension for Insolvency	B.23
	F.	Termination for Nonadherence of County Lobbyists Ordinance.....	B.24
	G.	Termination/Suspension for Nonappropriation of Funds	B.24
Section 4		General Conditions of Contract Work	
	A.	Authority of Public Works and Inspection	B.25
	B.	Cooperation	B.25
	C.	Cooperation and Collateral Work	B.25
	D.	Equipment, Labor, Supervision, and Materials	B.25
	E.	Gratuitous Work	B.25
	F.	Jobsite Safety	B.25
	G.	Labor	B.26
	H.	Labor Law Compliance	B.26
	I.	Overtime	B.26
	J.	Permits/Licenses	B.26
	K.	Prohibition Against Use of Child Labor	B.26
	L.	Public Convenience	B.27
	M.	Public Safety	B.27
	N.	Quality of Work	B.27
	O.	Quantities of Work	B.27
	P.	Safety Requirements	B.27
	Q.	Storage of Materials and Equipment	B.28
	R.	Transportation	B.28
	S.	Work Area Controls	B.28
	T.	County Contract Database/CARD.....	B.28
Section 5		Indemnification and Insurance Requirements	
	A.	Independent Contractor Status	B.29
	B.	Indemnification	B.29
	C.	Workplace Safety Indemnification	B.29
	D.	General Insurance Requirements	B.30
	E.	Compensation for County Costs	B.34
	F.	Insurance Coverage Requirements	B.34

Section 6	Contractor Responsibility and Debarment	
	A. Responsible Contractor	B.36
	B. Chapter 2.202 of the County Code.....	B.36
	C. Nonresponsible Contractor	B.36
	D. Contractor Hearing Board	B.36
	E. Subcontractors of Contractor	B.37
Section 7	Compliance with County's Jury Service Program	
	A. Jury Service Program	B.38
	B. Written Employee Jury Service Policy	B.38
Section 8	Safely Surrendered Baby Law Program	
	A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law	B.40
	B. Notice to Employees Regarding the Safely Surrendered Baby Law..	B.40
Section 9	Compliance with County's Living Wage Program	
	A. Living Wage Program.....	B.41
	B. Payment of Living Wage Rates.....	B.41
	C. Contractor's Submittal of Certified Monitoring Reports.....	B.42
	D. Contractor's Ongoing Obligation to Report Labor Law/Payroll.....	B.43
	E. County Auditing of Contractor Records.....	B.43
	F. Notifications to Employees.....	B.43
	G. Enforcement and Remedies.....	B.44
	H. Use of Full-Time Employees.....	B.46
	I. Contractor Retaliation Prohibited.....	B.46
	J. Contractor Standards.....	B.46
	K. Neutrality in Labor Relations.....	B.46
Section 10	Transitional Job Opportunities Preference Program.....	B.47
Section 11	Local Small Business Enterprise (SBE) Preference Program.....	B.48
Section 12	Compliance with County's Defaulted Property Tax Reduction Program.....	B.49
Section 13	Displaced Transit Employee Program.....	B.50

- EXHIBIT C Internal Revenue Service Notice 1015**
- EXHIBIT D Safely Surrendered Baby Law Posters**
- EXHIBIT E Defaulted Property Tax Reduction Program**
- EXHIBIT F Performance Requirement Summary**
- EXHIBIT G Service Route, Schedule, and Fare**
- EXHIBIT H County-Provided Service Vehicles Specifications**
- EXHIBIT I Contractor-Provided Service Vehicles Requirements**
- EXHIBIT J Service Vehicle Appearance/Cleanliness Checklist**
- EXHIBIT K Preventive Maintenance**
- EXHIBIT L NTD Monthly Ridership (Form MR-20)**
- EXHIBIT M Controlled Substance and Alcohol Testing Program**
- EXHIBIT N Transit Security Plan**

AGREEMENT FOR

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE

THIS AGREEMENT, made and entered into this 7th day of January, 2014, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and SOUTHLAND TRANSIT, INC., a California corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on September 30, 2013, hereby agrees to provide services as described in this Contract for Sunshine (South Whittier) Shuttle Service (2013-PA 027).

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirement Summary; Exhibit G, Service Route, Schedule, and Fare; Exhibit H, County-Provided Service Vehicles Specifications; Exhibit I, contractor-Provided Service Vehicles Requirements; Exhibit J, Service Vehicle Appearance/Cleanliness Checklist; Exhibit K, Preventive Maintenance; Exhibit L, National Transportation Database Monthly Ridership Form MR-20; Exhibit M, Controlled Substance and Alcohol Testing Program; and Exhibit N, Transit Security Plan; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing service in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works (Director), to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$649,188, which includes \$50,000 for major vehicle repair work and graphics to County-Provided service vehicles for the initial Contract term; and each Contract option year, if exercised, in accordance with the Contract or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for a period of one year commencing on February 1, 2014, or Board approval, whichever occurs last. The COUNTY shall have the sole option to extend this Contract term for up to four additional one-year periods and six month-to-month extensions, for a maximum total Contract term of five years and six months. Each such option and extension shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of extending the Contract for the full one year, this Contract may be extended on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal

78102

at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rates quoted in Form PW-2, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through N, inclusive, the COUNTY'S provisions shall control and be binding.

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES



By *Don Kruke*
Chairman, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
the County of Los Angeles

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made

By *[Signature]*
Deputy

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By *[Signature]*
Deputy

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By *Carole Suzuki*
Deputy

SOUTHLAND TRANSIT, INC.

ADOPTED
BOARD OF SUPERVISORS

31 JAN 07 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

By *[Signature]*
Its President

Jessy Marchese 12-2-13
Type or Print Name

By *[Signature]*
Its Secretary

Nyree Kolanjian 12-2-13
Type or Print Name

78102

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Los Angeles

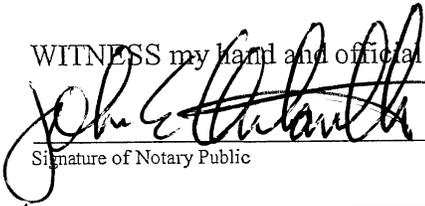
On 12-2-13 before me, John E. Quintanilla, Notary Public
(Here insert name and title of the officer)

personally appeared Timmy Mardirossian AND Myree Sevan Kolanjian,

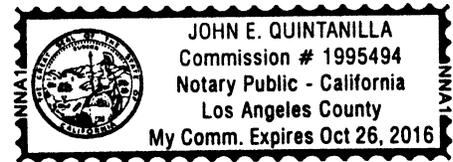
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Signature of Notary Public

(Notary Seal)



ADDITIONAL OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they- is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
 Corporate Officer

(Title)

- Partner(s)
 Attorney-in-Fact
 Trustee(s)
 Other _____

SCOPE OF WORK

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE

A. Public Works Contract Manager

Public Works' Contract Manager will be Ms. Vanessa Rachal of Programs Development Division, who may be contacted at (626) 458-5960, or at vrachal@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m. The Contract Manager, or her designee, is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change Contract Manager. The Contractor will be notified in writing when there is a change in Contract Managers.

B. Work Location

The transit service is located in the unincorporated County areas of South Whittier. The service provides access to the following points of interest:

- Sorensen, Amelia Mayberry, Adventure, and Parnell Parks
- Gateway Plaza
- Community Resource Center
- Whittwood Town Center
- Santa Fe Springs Plaza
- Presbyterian Intercommunity Hospital
- Rio Hondo College South Whittier Educational Center
- Kindred Hospital
- Home Depot Shopping Center
- Bright Health Physicians Pediatrics

See Exhibit G, Service Routes, Schedule, and Fare for shuttle routes.

C. Work Description

This work to be accomplished under these specifications shall be the continuation of a community shuttle service in the unincorporated County areas of South Whittier, hereinafter referred to as the Service.

The Contractor shall operate the Service subject only to the general policies and direction of the County with regard to management and operations and to the provisions and requirements of this Exhibit A, Scope of Work. The Contractor shall perform the following, but not limited to, executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of

vehicles and equipment; processing of warranty claims for County's vehicles; assistance for public relations and promotions; and preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services. The Contractor shall provide all vehicle operators, facilities, equipment, parts, and supplies required in the operation of Service, unless specifically identified to be contributed by County.

The County reserves the right to determine if any Service is or will be needed and/or requested under this Contract, at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

Please note, should an inconsistency be determined between the Scope of Work and the Performance Requirements Summary (Exhibit F), the higher service level in the judgment of Public Works shall prevail.

D. Routes, Frequency, Hours and Days of Service

1. Service

This Service will continue to operate between the hours of 6 a.m. and 8 p.m., Monday through Friday, and 8 a.m. and 6 p.m., on Saturday. Service routes, frequency, days of operation, and fare shall be as specified in Exhibit G, Service Route, Schedule, and Fare.

Service shall not operate on Sundays and the following six major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Should one of these holidays fall on a Sunday, Service shall operate on a normal schedule on the following Monday.

2. Service Modification

The County has established Service routes and schedules as described in Exhibit G, Service Route, Schedule and Fare. If the Contract Manager determines that the Service may be improved by revisions to scheduling, vehicle assignment, fleet size, or areas serviced, the Contract Manager and Contractor shall plan and institute such changes jointly within the terms of this Contract.

Service route and location(s) may be added or removed during the Contract period. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional location(s), based on the rates quoted in Form PW-2, Schedule of Prices. The Contractor shall be paid per Service Vehicle Revenue Hours for additional locations according to the rate quoted in form PW-2. Upon Contract Manager's

negotiation and acceptance of the Contractor's written quotation, and subject to approval of the Director, the additional location(s) may be added to the Contract by amendment or change order.

The total revenue Service hours may be increased or decreased by up to 35 percent without renegotiation of basic vehicle Service hour unit price over the term of this Contract.

The Contract Manager will provide any proposed modification to the Contractor at least 30 calendar days prior to implementation of any Service revision unless a shorter time period is mutually agreed to by both parties.

The Contractor may be asked by the Contract Manager to provide service in support of special events or community programs. The Contractor shall provide this service pursuant to the terms, conditions, and requirements of this Contract.

E. Equipment

1. Transit Vehicles

a. County-Provided Service Vehicles

Service shall be provided by the Contractor using County-Provided Service Vehicles. County will lease to Contractor three or more transit vehicles as described in Exhibit H, County-Provided Service Vehicles Specifications, hereinafter referred to as "County Service Vehicles". The County Service Vehicles may be leased to the Contractor at the rate of \$1 per month. Upon receiving County Service Vehicles, Contractor shall be responsible for the operation and maintenance of the vehicles, and for all costs for insurance, servicing, and storage.

b. Contractor-Provided Service Vehicles

Contractor shall provide a sufficient number of vehicles required to run the service that meet or exceed the required specifications described in Exhibit I, Contractor-Provided Service Vehicles Requirements, hereinafter referred to as "Contractor Service Vehicles."

In the event of a County Service Vehicle(s) breakdown or the vehicle(s) is removed from Service, Contractor shall provide a Vehicle(s) to continue uninterrupted Service during all periods in which the County Service Vehicle(s) is not available for Service.

c. Support Vehicles

Contractor shall provide all other vehicles necessary for adequate supervisory and maintenance support. These vehicles shall be in good operating condition and appearance.

d. Supplemental Service Vehicles

The Contract Manager may direct the Contractor to operate additional Contractor Service Vehicle(s) or County Service Vehicle(s) for Service in the event demand for Service exceeds the capacity provided by the current Service Vehicles and/or in the event County Service Vehicles are no longer operable. County shall approve the vehicles prior to being placed into Service.

2. General Terms for Transit Vehicles

Contractor shall acknowledge receipt, condition, and working order of County Service Vehicles and equipment. This acknowledgement applies to County Service Vehicles and equipment received at start of Service as well as those subsequently added to the fleet.

Contractor shall maintain all vehicles, related accessories, equipment, and facilities required per this Contract in good order and in a condition satisfactory to Contract Manager. Upon request by Contract Manager, reports regarding vehicles' condition, operation status, complaints, or other relevant information pertaining to Service shall be forwarded to Contract Manager. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

Contractor shall provide a sufficient number of spare Service Vehicle(s) equipped with air conditioning and wheelchair lift/ramp equipment in the event any assigned Service vehicle breaks down. The spare Service Vehicle(s) should meet or exceed the Service vehicle specification in Exhibit I, Contractor-Provided Service Vehicles Requirements. The cost of the spare Service Vehicle(s) shall be included in Contractor's actual overall Service operating costs as provided in form PW-2, Schedule of Prices. Contractor's equipment and facilities shall meet all requirements of applicable Federal, State, and local ordinances and laws including, but not limited to, the Americans with Disabilities Act (ADA). In its sole discretion, the County may provide the Contractor with a spare Service Vehicle(s).

Contractor shall be prohibited from the sale, assignment, or sublease of County Service Vehicles or equipment. Contractor shall also be prohibited from using County Service Vehicles or equipment for any purpose other than providing Service as specified in this Contract. At contract

termination, Contractor shall return and deliver County Service Vehicles, equipment, and all other peripheral equipment to County (date, time, and address to be specified by Contract Manager) with no deferred maintenance or damages with the exception of reasonable wear and tear.

Contract Manager may inspect County Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of County Service Vehicles and equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final two months of Service payment until Contractor completes repair or deduct the cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies within the time specified by Contract Manager.

The Contractor shall, at its sole expense, repair or replace any County Service Vehicle and/or equipment, which may be damaged or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause. If the equipment is to be replaced by the Contractor, it shall be with a County-approved exact duplicate or as stipulated by the County. In lieu of replacement Service Vehicle or equipment, the County may accept, at the Director's sole option, insurance funds plus the Contractor's deductible or the County's Net Book Value of the Service Vehicle or equipment, whichever is greater. The Contractor shall pay the County the final sale price of the Service Vehicle for any total loss within the first 90 days of the vehicle being placed into service.

The County's Net Book Value of a Service Vehicle shall be based upon the straight-line depreciation over the years of useful life, as determined by the County, with a 10 percent salvage value. The beginning date of the depreciation to be used is the first date the new Service Vehicle is placed into service. The final sale price (excluding taxes, license fees, and documentation fees) of the new Service Vehicle is to be used as the basis for depreciation. All payments shall be within 90 calendar days of date of loss (DOL). Liquidated Damages may be assessed each month for claims unresolved after 120 calendar days.

3. Communication Equipment

The Contractor, in the performance of this Contract, shall comply with all laws and regulations, including any and all contained within the California Vehicle Code (VC). Contractor shall ensure that all vehicle operators providing service under this Contract are familiar and comply with VC, Section 23123, (Hang-Up-and-Drive Law).

a. Service Vehicle Communication Equipment

Contractor shall provide mobile phones or two-way radio communication equipment for all vehicles utilized in Service. The communication equipment used shall provide complete coverage throughout the service area for all vehicles utilized in Service.

Contractor shall provide the necessary communication equipment for a base station and a sufficient number of "repeater stations" to permit uninterrupted communication between the dispatch center and vehicles while in Service.

Contractor shall be responsible for proper maintenance of said equipment on all vehicles and shall comply with all applicable Federal statutes and regulations in connection with such use. Contractor shall be responsible for licensing of radio communication equipment. Citizen's Band communication equipment is not acceptable.

b. Internet Access, E-Mail

Contractor shall maintain Internet access and valid e-mail addresses throughout the duration of this Contract. Contractor shall provide unique e-mail addresses for the Project Manager and the Maintenance Manager. Contractor shall provide County with these e-mail addresses as some communication, including the monthly reports, may be done through e-mail for convenience and timeliness.

c. Business Contact Telephone Number

Contractor shall provide County with a business contact telephone number that shall be answered by a live person during Service operation hours. The person answering the telephone shall be able to put Contract Manager, or his/her designee, in contact with key management personnel in case of an emergency.

d. 24-Hour Contact

Contractor shall maintain a 24-hour emergency contact pager, cell phone, or management telephone tree. The Project Manager or other manager must be able to return a call to Contract Manager within one hour after being requested, including during non-business hours. This manager must be able to address all operational issues in case of an emergency.

e. Automated Vehicle Locator (Global Positioning Satellite) Devices

County may install Automated Vehicle Locator (AVL) devices on the County Service Vehicles. The AVL devices are permanently installed and contain Global Positioning Satellite (GPS) functionality along with remote diagnostic information.

These units will report back to the County and Contractor any engine or emission malfunction. These devices can also provide real time data about location, vehicle speed, excessive idling, etc. Once installed, the AVL device does not require any service/maintenance. Therefore, the AVL device is not to be handled or adjusted in any way by the Contractor. If the County installs these AVL devices on the County Service Vehicles, it will be the Contractor's responsibility to ensure that the devices are not disconnected, damaged, or removed. If the device is damaged, lost, or stolen, the Contractor shall be responsible for the cost to replace and install the lost or damaged unit. The device shall be replaced within two weeks of the date of loss/damage unless otherwise approved by the County due to unforeseen circumstances. The device shall be provided and installed by a County-approved vendor.

Contractor is responsible for insuring that installation of these AVL devices does not violate any collective bargaining agreements between Contractor and its employees, and shall hold the County harmless from any claim by its employees against the County arising out of the installation or use of these devices.

F. Storage and Maintenance Facilities

1. The County will not provide storage facilities for the Contractor.
2. Contractor shall provide appropriate fixed-vehicle storage and maintenance facilities for the garaging, servicing, and cleaning of Service vehicle and equipment. Facilities shall include:
 - a. An enclosed workspace sufficient to allow maintenance personnel to service vehicles and be protected from the weather.
 - b. A concrete shop floor capable of withstanding the maximum weight of County Service Vehicles.
 - c. A security-fenced, paved, and lighted area for overnight vehicle parking with adequate spaces for County Service Vehicles.
 - d. A compressed air supply.

- e. Tire-changing equipment.
- f. Battery maintenance equipment and spare batteries.
- g. Vehicle lubrication equipment.
- h. All tools and equipment necessary to perform required preventive maintenance.
- i. All tools and equipment necessary to service vehicles, perform component adjustments, and make mechanical repairs.
- j. Equipment necessary to wash and clean vehicles in accordance with this Contract.
- k. Adequate secured storage area for tools, equipment, and parts.
- l. A lighted maintenance pit or an appropriate State of California Occupational Safety and Health Administration (Cal/OSHA) or American National Standard Institute (ANSI) approved hydraulic lift capable of fully lifting the heaviest of County Service Vehicles six feet above the floor for maintenance purposes.
- m. Fueling facility and ability to provide liquefied petroleum gas (LPG) and compressed natural gas (CNG). It is acceptable for Contractor to obtain CNG fuel off-site.

G. Service Vehicle and Equipment Maintenance

1. Service Vehicle Condition

All vehicles, vehicle equipment, and any other equipment necessary to provide Service shall be maintained by Contractor to acceptable appearance standards and in good repair and condition satisfactory to Contract Manager and in accordance with manufacturers' recommended maintenance procedures as well as with applicable Federal and State regulations. Contractor shall maintain a "Satisfactory" California Highway Patrol (CHP) terminal inspection rating throughout the life of this Contract.

If Contractor receives a rating below "Satisfactory" including "Conditional" or "Unsatisfactory" from the CHP, Contractor shall so notify Contract Manager immediately and outline steps that shall be taken to correct each deficiency. Failure of the Contractor to take the necessary actions to improve their Terminal inspection rating to a "satisfactory" rating within six months of receiving an "unsatisfactory" rating will be grounds for termination of the proposed contract. Contractor shall not seek additional

compensation of any costs incurred to meet the requirements in this paragraph.

2. Warranty Work (County Service Vehicles Only)

Contract Manager will provide Contractor with the written manufacturer's warranty, if any, for County Service Vehicles. Contractor shall become County's designated warranty agent for County Vehicle(s). Contractor shall be responsible for ensuring that the vehicle manufacturers and all component manufacturers perform or reimburse Contractor for all work and parts that are covered under warranty. Contractor shall diligently follow the preventive maintenance program so any warranty coverage of County Service Vehicles is not lessened or invalidated. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

3. Service Vehicle Appearance/Cleaning/Fumes

Contractor shall be responsible for maintaining the appearance of all vehicles as described in Exhibit J, Service Vehicle Appearance/Cleanliness Checklist. Contractor shall maintain an up-to-date record of all washings and major cleanings, which shall be made available to Contract Manager upon request. Contract Manager may remove a Service Vehicle from Service for unacceptable appearance.

a. Service Vehicle Interior

The interior of all vehicles shall be kept free of litter and debris to the maximum practicable extent throughout the operating day. Vehicles shall be swept, wet mopped, and dusted daily. Water wash down or "hosing out" of vehicle interiors shall not be allowed. A minimal amount of soap/cleaning solution and/or water shall be utilized. Interior panels, windows, and upholstery shall be cleaned of marks as necessary. The interior of all vehicles shall be thoroughly washed at least once per week including all windows, seats, floor, stanchions, and grab rails. All foreign matter, such as gum, grease, dirt, and graffiti, shall be removed from all interior surfaces during the daily interior cleaning process. Any damage to seat upholstery shall be repaired in a professional manner. Upon discovery of the damaged seat upholstery, vehicle shall be immediately removed from revenue Service. Damaged seat upholstery shall be repaired or replaced before vehicle is allowed back into revenue Service. Contractor shall replace seat covers and/or seat boards, which are worn or damaged and cannot be professionally repaired, using materials, which are identical in specifications and color as those materials being repaired. Ceilings and walls shall be thoroughly cleaned as often as necessary to

maintain a clean appearance and maximize visibility. Contractor shall ensure that the interiors of vehicles are kept free of rodents, insects, vermin, and pests at all times while in operation and shall take such steps as are necessary, at Contractor's expense, to exterminate pests in the event that they occur in the vehicles.

b. Service Vehicle Exterior

Exteriors of all vehicles shall be washed every other day during dry conditions and every day during rainy conditions to maintain a clean, inviting appearance. Exterior washing shall include vehicle body, all windows, and wheels. All rubber or vinyl exterior components such as tires, bumper fascia, fender skirts, and door edge guards shall be cleaned and treated with a preservative as necessary to maintain an attractive appearance. Contractor shall be responsible for maintaining and repair/replacement of the artwork on the exterior of the vehicle.

c. Fumes

The interior passenger compartments of vehicles shall be free of fumes from the engine, engine compartment, and exhaust system of vehicles.

d. Graffiti

The County has a zero tolerance for graffiti. Any Service Vehicle that is vandalized with graffiti shall be removed from revenue Service. The vehicle cannot be returned to Service until the graffiti has been completely removed by the Contractor.

4. Daily Pre-trip and Post Trip Vehicle Inspection and Servicing

Each vehicle shall receive a daily pre-trip and post trip inspection by the Service Vehicle operator prior to being placed in Service and after the vehicle is taken out of service. Daily pre-trip and post trip inspections shall include physical operation of the wheelchair lift or ramp to ensure ADA compliance. Daily pre-trip and post trip inspections shall be supplemented by regular weekly maintenance inspections to ensure safe and proper operating condition of vehicles. Prior to next pullout, Contractor shall repair or replace any vehicle that has defects and/or possesses a safety or operational problem detected during inspection. Each vehicle operator making an inspection shall be required to fill out an inspection report form and turn it in to the maintenance supervisor. A record of all such inspections shall be kept by Contractor and submitted to County upon request.

Contractor shall perform daily vehicle servicing on all vehicles used in Service. Daily servicing shall include, but not be limited to, fueling, engine oil, coolant, water, and transmission fluid check/add; brake check; light and flasher check; interior sweeping and dusting; exterior and interior visual inspection; and checking of all vehicle performance defects reported by drivers to identify potential safety and reliability items requiring immediate attention. Contractor shall document the daily vehicle servicing on the daily pre-trip and post trip vehicle inspection report in written checklist format.

5. Wheelchair Lifts and Ramps

Contractor shall inspect, maintain, and repair wheelchair lifts and ramps to assure safe and proper operation and to ensure ADA compliance. Wheelchair lifts and ramps shall be fully operational whenever a vehicle is used in Service. It is unlawful to assign vehicles to revenue Service with defective lift/ramp equipment on concurrent days without repairs having been made.

6. Destination Signs

Destination signs shall, at all times, be correctly set for Service being provided. When deadheading to/from yard location and other non-revenue moves, sign(s) shall indicate "Not In Service."

7. Maintenance Program

a. General Scope

Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement along with the necessary service facilities to provide the maintenance required for the operation of all equipment pursuant to this Contract. Contractor shall be fully responsible for the maintenance of all vehicles, radios, passenger counters, fare card readers, destination signs, and all equipment to be used to perform this Contract in strict conformity to CHP regulations and orders. Contractor's duty and responsibility to maintain all vehicles and equipment cannot be delegated to any other person, firm, or corporation without prior written approval of Contract Manager.

b. Parts/Fluids Specifications and Requirements

All parts, materials, tires, lubricants, fluids, oils, and procedures used by Contractor on all vehicles and equipment shall meet or

exceed original equipment manufacturer specifications and requirements.

c. Service Vehicle Damage

Contractor shall, at its expense, replace or repair immediately any damage resulting from an accident or otherwise, which would impair the proper and safe mechanical operation of the vehicle. All other vehicle damage resulting from any accident, or otherwise, shall be repaired within two weeks or as otherwise required by Contract Manager, law, or regulation. If Contractor cannot complete the work within the time specified, Contractor shall notify Contract Manager in writing of the reason for the delay and the estimated completion date. Contract Manager, at his/her sole discretion, may extend the deadline. Contractor shall log and keep an accurate and up-to-date record of all vehicle repairs.

d. Preventive Maintenance

Routine preventive maintenance and servicing is required on all vehicles used for Service as recommended by the Original Equipment Manufacturer (OEM) or as set forth by Contract Manager (See Exhibit K, Preventative Maintenance). Contract Manager will allow a window of plus or minus 500 miles for scheduled preventive maintenance as recommended by vehicle manufacturer's maintenance specifications. This window of plus or minus 500 miles cannot be added to successive maintenance intervals. For instance, if the vehicle manufacturer recommends maintenance at a 3,000 mile interval, then Contractor would be allowed to perform the preventive maintenance at 3,000 miles plus or minus 500 miles, 6,000 miles plus or minus 500 miles, etc.

All scheduled and preventive maintenance shall be completed in a timely manner, and Contractor shall keep all Work Order cards and a Preventive Maintenance Inspection (PMI) Record on each vehicle indicating the date each inspection took place, a description of all work done to the vehicle, the parts and supplies used, employee I.D., and signatures of the mechanics who performed the work and the maintenance supervisor who inspected the work. PMI reports shall be submitted along with monthly service invoice.

Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where Contractor's employees observe that maintenance is needed in advance of the schedule. Contractor shall not defer maintenance for reasons of shortage of maintenance staff, parts,

equipment, or operable vehicles nor shall Service be interrupted due to lack of prior written consent to perform maintenance.

e. Brake Inspection/Adjustment

Brake inspections and adjustments on all Service Vehicles shall be performed at intervals that ensure the safe and efficient operation of the braking system. Detailed brake inspections on air brake systems shall occur every 45 calendar days or more frequently in accordance with the number of miles the vehicle was in operation since the prior inspection.

f. Heating, Ventilation, and Air Conditioning

The Heating, Ventilation, and Air Conditioning (HVAC) systems shall be maintained and used to ensure that the passenger compartment temperature is comfortably maintained under all climatic conditions at all times while vehicles are in Service. Contractor shall maintain the HVAC systems in an operable condition at all times.

g. Spare Parts

Contractor shall establish and maintain an ongoing spare parts inventory sufficient to maintain Service Vehicles in operating condition at all times.

h. Service Vehicle Towing

In the event that towing of any Service Vehicle is required due to mechanical failure, damage, or any other reason, Contractor shall be responsible to provide such towing at Contractor's sole expense.

Contractor shall ensure that the requirements and procedures for towing vehicles are followed and that proper towing methods and equipment are used. Towing may be subcontracted; however, it is Contractor's responsibility to directly supervise the subcontractor.

8. In-Service Vehicle Breakdown

In the event of an In-Service Vehicle breakdown, the maximum response time for an ADA-compliant, substitute vehicle to be made available shall be 30 minutes.

The Contract Manager reserves the right to establish additional criteria regarding reliability of response in the event of vehicle breakdowns.

9. Service Vehicle Maintenance Record Keeping

Contractor shall maintain an up-to-date maintenance file for each Service Vehicle containing, at a minimum, the following information:

- a. Make
- b. Model
- c. Serial Number/County Fleet Number
- d. License Number
- e. Date Received
- f. Unit Repairs (mechanical)
- g. Preventive Maintenance Inspection (PMI) Reports
- h. Daily Pre-trip and Post Trip Vehicle Inspection Reports
- i. Work Orders
- j. Warranty Work
- k. Major Mechanical Repair/Unit Replacement
- l. Body/Interior Repairs (cosmetic)

Contractor shall make available and submit the entire file to Contract Manager, the CHP, and/or other regulatory agency upon a request to do so at any time.

10. Applicable Vehicle Codes and Regulations

All vehicles utilized in Service shall be maintained in a safe condition for operation on public streets and freeways and meet all the requirements in the California Vehicle Code for a bus. All parts of vehicles and all equipment mounted on or in vehicles shall conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

Contractor shall pay particular attention to the CHP Motor Carrier Safety Regulations. Each vehicle is required to be inspected annually by Contract Manager and/or by CHP. Contract Manager shall be immediately notified of inspections performed by a governmental agency other than County. The results of inspections shall be provided to Contract Manager within 24 hours, and any applicable signed certification

shall be displayed or carried on the vehicles. Contractor shall expeditiously correct any deficiencies on any CHP vehicle inspection report and advise Contract Manager upon doing so.

H. Rates and Compensation

1. Rates - County Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of vehicle Service hours provided with County Service Vehicles times the rate provided in Form PW-2, Schedule of Prices, hereinafter referred to as "County Vehicle Rate"; less 2) all amounts collected from Farebox Revenue, less 3) any liquidated damages pursuant to this Exhibit, Section Y, Liquidated Damages, less 4) any deduction from Performance Requirements Summary (Exhibit F). Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours determined by County needed to provide Service described in Exhibit G, Service Route, Schedule, and Fare.

Unless otherwise provided for herein, County Vehicle Rate above shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

2. Rates - Contractor Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of vehicle Service hours provided with Contractor Vehicles times the rate provided in Form PW-2, hereinafter referred to as "Contractor Vehicle Rate"; less 2) all amounts collected from Farebox Revenue, less 3) any liquidated damages pursuant to this Exhibit, Section Y, Liquidated Damages and Exhibit F, Performance Requirements Summary. Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours, determined by County, needed to provide Service described in Exhibit G, Service Route, Schedule, and Fare.

Unless otherwise provided for herein, Contractor Hourly Vehicle Rate shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

3. Fares and Revenue

a. Fare

The cash fare shall be 25 cents per trip. However, the following patrons shall be able to board free of charge:

- Seniors (60 years and older)

- Persons with disabilities or displaying a disabled identification card
- Children under the age of five

This service shall also accept the regional EZ, Metro, and GO RIO passes. The County may, at any time, change the type of media fare accepted by the Service.

b. Fare Changes

Any changes to the fares will be supplied by County to Contractor at least five business days before implementation of the revisions to allow for appropriate training of Contractor's personnel. Contractor shall perform such training.

c. Revenue

Contractor shall establish and maintain fare collection and security policies and procedures, subject to the approval of the County. The Contractor shall keep an accurate accounting of all revenue received as the Contractor shall be held responsible for any lost, stolen, or uncollected revenue.

All revenue generated by Service from the fare box return and the sale of fare media shall be retained by Contractor and deducted on a monthly basis from the amount due to Contractor. The monthly revenue amount shall be reported in the monthly invoice to County and will be subject to County audit.

d. Financial Audit Settlement

If at any time during the term of the agreement, or at any time within three years after the expiration or termination of the agreement, authorized representatives of County, or of any other agency funding this agreement, may conduct an audit of the Contractor regarding the services provided to the County per terms of the agreement, and if such audit finds the County's dollar liability for such services is less than the payments made by the County to the Contractor, then the Contractor agrees that the difference shall be either: (1) repaid forthwith by the Contractor to the County, or (2) at County's option, credited against any future payments hereunder due to the Contractor. If such audit finds that the County's dollar liability for services provided hereunder is more than payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payments, provided that, in no event, shall the County's maximum obligation for the Service, as set forth in the agreement, be exceeded.

I. Pass-Through Costs

County recognizes that there are items not covered under this Contract for which Contractor is not compensated under the aforementioned rate. County will allow Contractor to pass-through the amounts necessary to cover the following specific items only if Contract Manager has authorized the work in writing prior to Contractor's initiation of work for the item. Claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices.

1. Engines/Transmissions/Differential Units (County Service Vehicles Only)

County recognizes that during the term of this Contract, engines, transmissions, and/or differential units of County Service Vehicles, that are no longer under warranty, may have to be rebuilt or replaced. If the Contractor determines that an engine, transmission, and/or differential unit requires rebuilding or replacement, the Contractor shall notify the Contract Manager immediately after making such determination and, subsequently, in writing, detailing the reason for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work. If the Contractor's maintenance personnel performs the work, only the cost of the parts, as approved by the Contract Manager, will be reimbursed by the County. All labor costs associated with the removal, replacement, or installation of engines, transmissions, and differential units, including associated replacement of attachment devices, gaskets, seals, etc., are the responsibility of the Contractor and are not eligible for reimbursement.

If the County requests that the replacement of engines, transmissions, and/or differential units to County Service Vehicles be performed by an independent contractor, the County will pay for all parts and labor costs associated with this work.

Please note that if the Contract Manager determines that the damage to engines, transmissions, and/or differential units were caused or were the result of negligence or lack of action (including timely preventive maintenance and warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

2. Air Conditioning (County Service Vehicles Only)

County recognizes that during the term of this agreement the air conditioning compressors, used in County Service Vehicles equipped with air conditioning systems utilizing refrigerant, may be prone to failure. If the Contractor determines that an air conditioning compressor, and/or compressor clutch unit, requires replacement due to operational failure of said compressor, the Contractor shall notify the Contract Manager

immediately after making such determination and, subsequently, in writing, detailing the reasons for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work.

Only the cost of the parts, as approved by the Contract Manager, will be reimbursed by the County. Labor costs associated with the removal and installation of the air conditioning compressor/clutch unit, filter and refrigerant (in addition to part repairs) are the responsibility of the Contractor and are not eligible for reimbursement.

Please note that if the Contract Manager determines that the damage to the air conditioning compressors and/or compressor clutch unit were caused or were the result of negligence or lack of action (including timely preventive maintenance and warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

3. Vehicle Repaint/Graphics

Contractor may pass through costs to County associated with painting and/or graphics/decals on County Service Vehicles or Contractor Service Vehicles per County's request.

Should a County Service Vehicle require a complete exterior repaint and/or decaling due to normal wear and tear as determined by Contractor, Contractor shall notify Contract Manager in writing detailing the reasons for such a determination. After inspection by Contract Manager, Contract Manager may direct Contractor in writing to proceed with the work. Contractor will only be permitted to pass through costs to County related to the repaint, and/or graphics/decals work.

If the County Service Vehicle is in an accident, all costs associated with the vehicle repair, in order to restore the vehicle to County specifications shall be the responsibility of Contractor.

Costs associated with the damage to the painted surface, lettering, and/or decal work that the Contract Manager determines was caused or attributed to the negligence or lack of action by the Contractor will not be eligible for reimbursement.

All work related to the pass-through costs shall be approved, in writing, by Contract Manager before Contractor commences work.

4. Rehabilitation of County Service Vehicles

If Contractor believes that a County Service Vehicle may require complete mechanical overhaul, and/or rehabilitation, that is not covered by the

vehicle's warranty, Contractor shall notify Contract Manager in writing in order to ensure that any work performed on County Service Vehicles meets or exceeds County's specifications and/or requirements. In such instances, County will inspect vehicle and make determination of the work to be accomplished. Contractor shall then obtain the services of a known and qualified facility equipped to perform the work necessary as part of County's assessment. The facility shall employ mechanics properly certified in order to perform necessary work.

County reserves the right to inspect and approve the facility where the work shall be performed and the right to perform preproduction, on-time, pre-delivery, post-delivery, conditional acceptance, and final acceptance inspections on the vehicle.

After completion of overhaul and/or rehabilitation of County Service Vehicle, Contractor shall invoice County for such work and provide all necessary and required documentation as determined by Contract Manager. Contractor shall withhold between 5 to 10 percent of the total amount of the approved work due to the selected facility until Contract Manager's final acceptance of vehicle. Final acceptance will be made after the vehicle has reentered revenue Service for a reasonable time frame or reasonable mileage.

Contractor and Contract Manager shall agree to the percent of withholding fee and time period applicable in each instance. County will withhold the applicable percentage from the amount due to Contractor until the vehicle passes the testing period. Contractor shall invoice County for any remaining balance after Contract Manager's final acceptance of vehicle. Subject to final acceptance and approval by Contract Manager, payment will normally be made within 30 calendar days of approval.

5. Automated Vehicle Locator Devices (County Service Vehicles Only)

If an Automated Vehicle Locator (AVL) device installed on a County Service Vehicle malfunctions as a result of a manufacturer identified problem or error after the warranty period, the County shall be responsible for the cost of replacement

6. Other Pass-Through Costs

County recognizes that during the term of this Contract, there may be needed repairs, enhancements, modifications to Service Vehicles or equipment that may be required to improve service performance that are beyond the control of Contractor and have not been identified elsewhere in this Contract. In order to be eligible for pass-through costs for items not specifically mentioned above, Contractor shall present the required scope of the work to be performed to Contract Manager. Contractor shall obtain

Contract Manager's approval for the work to be performed, in writing, prior to commencing any work.

J. Monitoring and Auditing Service

1. Monitoring Service

In order to document Service, Contractor shall maintain all project records as requested by County and as required for good business practices. Contractor shall monitor Service, schedules, and ridership in a method approved by County. Based on this monitoring, Contractor shall indicate the need to maintain, reduce, or increase the frequency of operations. Contractor shall permit authorized County personnel to board, at no cost to County, all vehicles utilized by Contractor in the performance of Service for the purpose of monitoring Service.

2. Auditing and Inspection of Service

Contractor shall permit authorized representative(s) of County to examine all data and records related to Service or Contractor's operation of any similar service upon request by County and approval by the other agency. All Service records prepared by Contractor shall be owned by County and be made available to County at no additional charge.

County, or any person authorized by County, will at all times have access and the right to inspect Contractor's equipment and facilities utilized in the performance of this Contract.

3. Surveys and Questionnaires

Additional monitoring of Service may be provided through passenger surveys. These surveys may be administered by authorized representatives of County or by Contractor if so requested by Contract Manager. It shall be the responsibility of Contractor to ensure the cooperation of all personnel with any operational procedures pertaining to survey work including the distribution of survey questionnaires, etc.

K. Personnel

County will have the right to demand removal from the project, for reasonable cause, any personnel furnished by Contractor. Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel such as the Project Manager or Maintenance Manager, as described below, at any time prior to or after execution of this Contract.

Contractor shall train all personnel who are likely to be in contact with the public to give courteous, accurate information concerning the routes and schedules of Service and concerning Service interfacing with other transit services in the

vicinity. Contractor shall require that all personnel report all passenger complaints and/or operation problems to the Project Manager, as described below. Contractor shall maintain a daily diary (log) for this purpose that shall be subject to inspection by County. Upon notice from County concerning the conduct, demeanor, or appearance of any person in the employment of Contractor not conforming to the provisions contained herein, Contractor shall take all steps necessary to remove or alleviate the cause of the concern.

1. Project Manager

Contractor shall designate a Project Manager who has the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses; and three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses. The project manager shall have the responsibility to oversee the day-to-day operations of Service, shall have full authority to act for Contractor, and shall be reachable via office telephone or cell phone during the hours of Service.

Project Manager shall have an e-mail address and access to a computer during Service hours and shall be able to use Microsoft Office Professional suite (Microsoft Word, Excel, Outlook) and/or equivalent software. Contract Manager may, at his/her discretion, communicate with Project Manager via e-mail. Other than the Project Manager, the Contractor shall not appoint any other agent to communicate with the County regarding this Contract except with the express written consent of the County, which consent is at the sole discretion of the County. This provision does not limit the County's ability to communicate with any employee of the Contractor.

2. Road Supervisor

Contractor shall employ a minimum of one road supervisor who shall be reachable at all times via office telephone or cell phone during the hours of Service.

The Road Supervisor shall provide adequate on-street supervision throughout the Service Area during the times Service Vehicles are in revenue service to minimize Service interruption and ensure quality Service delivery on a regular basis.

3. Office Personnel

Contractor shall employ personnel during Service hours to answer inquiries and respond to complaints from Contract Manager and the public

regarding the Service. Office personnel shall have an e-mail address and access to a computer during Service hours. Furthermore, office personnel shall be able to use Microsoft Word and Excel software. Contract Manager may, at his/her discretion, communicate with Office Personnel via e-mail. Office personnel shall be able to research Contract Manager's questions and respond to Contract Manager via e-mail.

4. Vehicle Operators

Contractor shall employ a sufficient number of properly licensed and qualified personnel to operate County Service Vehicles and equipment and to provide the Service. Contractor shall be responsible for the recruitment, selection, controlled substance and alcohol testing, screening, training, scheduling, supervision, discipline, termination, and all other functions with regard to Service vehicle operators.

a. Operator Recruitment and Selection

Contractor shall review a current California Department of Motor Vehicles (DMV) report on all applicants who would operate Service Vehicles and shall reject any applicant who failed to appear in court for "Driving Under the Influence." Contractor shall perform a background check on all applicants for vehicle operator and shall reject any applicant who has been convicted of any felony or misdemeanor charge, which would affect the applicant's ability to perform as a vehicle operator or to come in contact with the public.

Contractor shall check California DMV records (Pull Notice Program) at least every six months, beginning at the start of Service, for accidents, Vehicle Code violations, and valid commercial driver's licenses of those employees whose job requires them to operate County Service Vehicles. Contractor shall notify County within five business days of the results of said checks and corrective actions taken, if any.

Contractor shall join the Pull Notice Program, whereby Contractor shall be notified of any activity on a vehicle operator's or mechanical staff's driving record. Any Service Vehicle operator or mechanical staff exceeding the California DMV point system, fails a controlled substances and alcohol testing, or with a revoked or suspended license, shall not be allowed to operate a Service Vehicle.

b. Operator Requirements

Contractor shall require and be responsible for each Service Vehicle operator in meeting the following requirements. All Service Vehicle operators shall:

- i. Have a valid California DMV Class B (with "P" endorsement) commercial driver's license, and a medical examination certificate as well as any other required licenses or endorsements required by applicable Federal, State, and local regulations. A Service Vehicle operator who does not pass the medical examination shall not be permitted to operate a Service Vehicle.
- ii. Assist passengers confined to wheelchairs in boarding County Service Vehicles, assist with tie-downs, and assist with securing lap belts if requested by the passenger.
- iii. Be in uniform acceptable to County. Uniform shall include either shirt/blouse or Polo-type top with collar and slacks, skirt or Bermuda-type walking shorts. Uniform coats, sweaters, and caps may be worn. Vehicle operators shall display their name tag/badge.
- iv. Assist passengers who have difficulty negotiating the steps or ramp of the vehicle. Service Vehicle operators shall make the lift or ramp available to passengers if requested.
- v. Be available and on time daily to ensure consistent and reliable Service.
- vi. Carry current certification of cardiopulmonary resuscitation and first-aid training at all times during vehicle operations.

c. Operator Training

Contractor shall be responsible for all Service Vehicle operator training. Contractor training programs shall be conducted by a "certified" instructor and meet all Federal, State, and local standards. At a minimum, the program shall include the following:

- i. Proper operation of the vehicle to be used in Service including defensive driving and vehicle handling. Proper operation of destination signs, wheelchair lifts and ramps, communication equipment, and other equipment to be used on vehicles.

- ii. California DMV requirements and company policies.
- iii. Service routes, schedules, fare structure, and transit services in the vicinity.
- iv. Accident and emergency procedures and reports.
- v. Public courtesy and empathy towards the needs of elderly and persons with disabilities.
- vi. Training in special skills required to provide transportation to the elderly and people with disabilities.
- vii. American Red Cross or County-approved equivalent training for cardiopulmonary resuscitation and first aid.
- viii. Regular and continuous formal safety instruction for all operating personnel assigned to perform any activities under this Contract. Personnel shall be required to attend scheduled safety meetings at least four times per year.

5. Maintenance Personnel

Contractor shall supply a sufficient number of properly qualified maintenance personnel with the expertise to maintain and service all vehicles for Service. Contractor shall be responsible for the recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the maintenance personnel.

Maintenance personnel shall be supervised by a designated Maintenance Manager, who shall have the following minimum number of years of experience in maintaining similar fleets of transit vehicles: Three years of experience in maintaining compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses; and three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses. Contractor's maintenance personnel shall have knowledge of engines, transmissions, diagnostic procedures, electrical systems, HVAC, wheelchair lifts/ramps and related mechanical parts, methods and procedures normally used in servicing mechanical equipment for transit vehicles.

The Contractor shall ensure that all mechanic staff assigned to this Contract, as indicated on Form PW-21, is Automotive Service Excellence (ASE) certified in the H-4 ASE Transit Bus Brake test. If the Contractor cannot meet this requirement at the start of Contract, Contractor will be granted 12 months from the start of Contract to comply, provided that

Contractor ensures that all vehicle maintenance is performed by an outside service facility that has ASE certified personnel during this 12-month period. Any new maintenance personnel will have 12 months from the date of hire to obtain ASE certification. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck or School Bus Test Series.

The Transit Bus Test Series has become more complete and covers the categories previously only available under the Truck or School Bus Series. Therefore, County prefers certifications in the Transit Bus Test Series.

In an effort to address the development of qualified/trained maintenance personnel and compliance with the ASE certification requirement, Contractor is encouraged to provide training classes that cover one (1) ASE test area per ASE test cycle. Contractor shall budget appropriately for training fees per mechanic per ASE test cycle. The Contractor shall provide and budget for ongoing training for all mechanics that is relevant to their duties, on an annual basis, in the areas of air brake systems, air conditioning systems, engine performance, fire suppression/methane detection systems, wheelchair lifts/ramps, bus electrical systems, etc. The training program is subject to review and input by County.

The Contractor shall develop a formal training program necessary to maintain highly qualified, well-trained maintenance personnel and to keep abreast of new equipment and maintenance techniques.

In addition, the Contractor shall ensure that, at all times, at least one member of the Contractor's maintenance staff assigned to this Contract must be trained and certified under Section 609 of the Clean Air Act - Motor Vehicle Air Conditioning, or possess the equivalent Automotive Service Excellence (ASE) Refrigeration Recovery and Recycling Program certification. A list of Environmental Protection Agency (EPA) approved training and certification programs is available at <http://www.epa.gov/ozone/title6/609/technicians/609certs.html>.

The Contractor shall provide proof of Section 609 of the Clean Air Act certification or its equivalent ASE Refrigeration Recovery and Recycling Program certification to the County prior to Contract award. At any time, if a Section 609 certified personnel leaves the service of the Contractor, the Contractor shall immediately provide an equivalent certified maintenance personnel replacement. The Contractor shall notify the Contract Manager of any change in maintenance personnel.

6. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices (CSP). The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

L. Marketing and Advertising

County will routinely provide marketing, public relations, and advertising materials. Contractor shall place such materials on or in the vehicles as requested by County and shall distribute literature on County Service Vehicles as requested by County. The posting of Service-related notices shall be subject to prior approval by the Contract Manager.

Contractor shall not place inside or outside any Service Vehicle any form of advertising unless directly authorized by Contract Manager. The terms and conditions of such advertising shall be subject to approval by Director. Proceeds of any advertisement shall be remitted to County.

M. Operating Performance Standards

1. Service Vehicles

Contractor shall operate Service Vehicles with due regard for the safety, comfort, and convenience of passengers and the general public.

If Contractor has knowledge that any Service Vehicle herein described will be nonoperational at any time during the Service, Contractor shall immediately notify Contract Manager and Contractor shall arrange for substitute equipment as approved by the Contract Manager. Contractor shall furnish a substitute vehicle subject to all the conditions of this Contract.

2. Service

Contractor shall provide Service as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency. Contractor shall strive to maintain on-time performance.

Contractor shall strive at all times to provide Service in a manner that shall maximize productivity and at the same time maximize Customer Service. Recognizing that the goals of productivity and Customer Service may conflict, the following standards are intended to be reasonably attainable by Contractor, fair to the customer, and consistent with County expectations:

a. On-time Service

Service shall be provided as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency.

However, Contractor shall not be held responsible for the failure to provide on-time Service due to extraordinary weather or traffic conditions, road closures or detours, vehicle malfunctions that are clearly beyond Contractor's control, naturally occurring disasters, or other reasonably unpredictable situations, if sufficient notification and documentation is provided to County in a timely basis.

b. Road Calls

In the event of a Service Vehicle failure, Contractor shall immediately deploy a spare Service Vehicle to transport the passengers aboard the failed vehicle.

c. Complaints

Complaints shall be resolved by Contractor as soon as possible, but no later than two business days after their receipt. In the event that Contractor receives a complaint, Contractor shall notify Contract Manager within one business day regarding the nature of the complaint received and within three business days of the complaint's resolution.

N. Operation During a Declared Emergency

Upon declaration of any emergency by appropriate government representatives, County Sheriff is responsible for a number of transportation-related activities, including the development of emergency travel routes and the coordination with other agencies supplying common carrier services. In the event of a declared emergency, Contractor shall cooperate with and deploy vehicles in a manner described by County Sheriff or local police. Contractor shall notify Contract Manager the same business day of the request to alter the deployment of any Service Vehicles.

O. Service Records and Reports

1. General Requirements

Contractor shall maintain separate complete and accurate books, records, and reports that relate to Service and as required herein.

Contractor shall retain all records relating to this Contract for a minimum period of three years following expiration or termination hereof unless otherwise provided for herein. All such records shall be available for inspection by designated auditors of County and the State of California at reasonable times during normal working hours.

Contractor shall maintain and make available to County, and/or appropriate State agencies, records pertaining to said Service in accordance with the State Uniform System of Accounts for Public Transit Operators.

2. Service Operation Reports

These reports provide documentation of daily operations and will serve as a database to monitor and evaluate productivity of Service, its requirements, and methods. Unless stated otherwise, the reports listed shall be submitted with the monthly invoice, no later than the 15th day of the following month, and shall be made in a format approved by County. Operational reports shall include, but are not limited to, the categories described below. Contractor shall prepare a format for each of the reports described below and submit the format to County for approval. Contractor shall be responsible for maintaining an adequate supply of each report form, including the preparation of all necessary copies.

a. Trip Reports

Contractor shall require each vehicle operator of each Service Vehicle to prepare a daily report on a form indicating: vehicle fleet number; mileage ("begin" and "end" odometer); the number of passengers boarding each Service Vehicle; the amount of revenue collected; the number of passengers boarding with cash fare; the number of passengers boarding without charge (elderly, disabled, and children under five years); and the number of passengers boarding with transit passes. The summary shall indicate any trips that departed early or late in a format approved by County. The report shall be compiled for the period of a month and shall include a summary thereof.

b. Service Reports

Contractor shall submit to County a report indicating the actual number of Service hours, Service miles, total vehicle hours, and total vehicle miles operated, and fuel used (type and amount per Service Vehicle). Such information shall be for each route and shall be compiled on a daily basis for the period of a month and shall include a summary thereof.

c. Daily Pre-trip and Post Trip Service Vehicle Inspection Reports

Contractor shall instruct each vehicle operator of each vehicle to perform a daily pre-trip and post trip Service Vehicle inspection and daily Service Vehicle servicing, as required herein, and such inspection and servicing shall be documented on a report that shall be completed and signed by each vehicle operator assigned to a Service Vehicle each day. The Daily Pre-trip and Post Trip Vehicle Inspection Reports shall be retained on file by Contractor for a minimum of three years after contract expiration/termination.

d. Weekly Maintenance Inspection Reports

A report of the weekly maintenance inspections, which supplement the daily pre-trip and post trip inspections, shall be kept by Contractor. A copy of each inspection report shall be submitted to County upon request. The Weekly Maintenance Inspection Reports shall be retained on file by the Contractor for a minimum of three years after Contract expiration/termination.

e. Missed Trip Report

A trip is considered missed when a run/loop is not completed. A monthly summary report of missed trips for each month shall be submitted. The explanation for the missed trip(s) should be specified along with the dates and times, the vehicle and trip number, and the affected total revenue hours.

f. CHP Reports

Contractor shall provide County with copies of all CHP inspection reports within 24 hours of receipt.

g. Operational Problems and Passenger Complaint Reports

The Project Manager shall document operational problems or passenger complaints and describe any action taken regarding these problems. Copies of said documentation shall be submitted

to County by the business day following identification of the operational problem or receipt of such passenger complaint.

Any unlawful or unusual problems or complaints, including any related to safety or serious operational deficiencies, shall be reported by phone to County immediately. Contractor shall submit to County a written report describing the problems or complaints and action taken by the business day following identification of such problems or complaints.

h. Accident/Incident Data Reports

Contractor shall submit a monthly summary report of all accidents (collision and noncollision) involving Service Vehicles. The monthly summary shall include the date, vehicle number, location, operator, and accident description including any damage and/or injuries. The monthly summary shall also include cumulative accident data that indicates the number of accidents per 100,000 vehicle miles. Within 24 hours of an accident or incident involving a Service Vehicle or passengers, Contractor shall provide a written report to the Contract Manager. **In the event of an emergency during after hours, Contractor shall call the Public Works radio room at 626-458-HELP.** Contractor shall notify County within 24 hours of any of the following accidents/incidents:

- i. Collisions between a Service Vehicle and another vehicle, person, and/or object.
- ii. Passenger accidents including falls while passengers are entering, occupying, or exiting the Service Vehicle.
- iii. Passenger disturbances, assaults, deaths, etc.
- iv. Any incidents (e.g. physical assault) that take place along the Service route and are witnessed by Contractor's operator(s)
- v. Vandalism to Service Vehicle.
- vi. Passenger complaints of injury or property damage or other circumstances likely to result in the filing of claims against Contractor and/or County.
- vii. Any passenger, driver, supervisor, or Service complaint that arises from an accident. If the accident/incident involves injuries or extensive property damage, County shall be notified immediately (regardless of hour or day).

i. National Transit Database Reports

The Contractor will be required to collect National Transit Database (NTD) data/reports electronically and to provide those reports to both the County and the Los Angeles County Metropolitan Transportation Authority (LACMTA). Contractor is responsible to prepare and submit the following NTD data/reports:

- i. Monthly Passenger/Mile Sampling: Based on LACMTA's monthly selection of bus stop locations, the Contractor shall collect and provide the required data no later than the 25th day of the following month.
- ii. Form MR20 (Exhibit L): Contractor shall prepare and submit this completed form on a monthly basis no later than the 25th day of the following month.
- iii. Annual NTD Reports: Contractor shall prepare and submit an annual NTD report in accordance with the Federal Transit Administration (FTA) NTD Guidelines, as amended, no later than 30 days after the end of each fiscal year or as directed by the County. Contractor shall also attend the annual NTD Reporting Workshop offered by LACMTA.

For further information on how to obtain NTD reporting forms and reference documents, Contractor may contact LACMTA at (213) 922-2810. Contractor shall certify that the data is accurate and shall develop an auditing procedure acceptable to County, for the annual report. The annual report shall pass the required annual audit by LACMTA (i.e., no reaudit required).

Contractor shall maintain and make available, for a minimum period of three years after Contract expiration/termination, to County, and/or appropriate agencies, records and backup information pertaining to the annual NTD reporting.

j. Financial Records

Contractor shall establish and maintain, within a separate account, all Service revenue and expenditures and any other relevant financial records or documents for a minimum period of three years after contract expiration/termination or suspension.

k. Maintenance Records and Reports

Contractor shall maintain an individual file for each Service Vehicle. Each file shall include detailed records for the reporting period and an analysis of any trends. All such records and reports shall be prepared and maintained in such a manner so as to fulfill any applicable Federal, State, and CHP requirements as well as any needs of County to enable it to accurately evaluate Contractor's maintenance performance and the operating expense associated with County Service Vehicles and equipment.

Contractor shall submit the following reports to County with the monthly invoice:

i. Preventive Maintenance Inspection Reports

Reports shall include the Service Vehicle fleet number, the Service Vehicle identification number (VIN) and license number, a description/detail of the maintenance performed, when maintenance was completed, and if maintenance was done on time as required by Service Vehicle manufacturer's and/or County recommendations. Daily "Vehicle Condition" reports shall be submitted to County upon request. Contractor shall retain the PMI Reports on file for a minimum of three years after Contract expiration/termination.

ii. Road Call Performance Report

A road call is defined as any time a repair is required in the field on a Service Vehicle or a Service Vehicle exchange is made, whether or not it resulted in a loss of time. A report of road calls shall include the fleet number, VIN, mileage, time, location of incident, route, direction of travel, reason for call, and what was done to fix the problem.

iii. Service Vehicle Downtime Report

Report shall include details of which Service Vehicle(s) were down, how long, and the cause.

iv. Mechanical Defect Reports

Contractor shall submit a monthly summary of all Service Vehicle mechanical problems including Service Vehicle number, odometer reading, dates/times out of Service (if applicable), summary of problem(s), and corrective action(s) taken.

P. Controlled Substance and Alcohol Testing

Contractor shall implement, as a minimum, the Controlled Substance and Alcohol Testing Program as specified in Exhibit M, Controlled Substance and Alcohol Testing Program, as may be required by rules and regulations issued by the United States Department of Transportation and described in Title 49, Code of Federal Regulations (CFR), Part 655, "Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations." Contractor's policies may supersede policies specified in Exhibit M, only when they can be shown to County's satisfaction to be more stringent. County will not indemnify Contractor for disciplinary actions imposed resulting from required testing. Contractor shall report results of the random testing and other associated tests to County on a quarterly basis on the form shown in Exhibit M. Such reports shall be submitted to County within 15 calendar days after the end of the quarter.

Q. Transit Security Plan

Subsequent to the events of September 11, 2001, safety and anti-terrorist preparations on public transit systems have become a much greater concern than in prior years. It is critical to integrate security throughout every aspect of County's public transit programs, operations, and infrastructure. Accordingly, the Contractor is required to submit a written Security Plan that shall be followed should the Proposer be awarded this service.

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). The new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. Additionally, the Federal Transit Administration (FTA), in response to the Office of Homeland Security, has undertaken a series of major steps to help prepare the transit industry to counter terrorist threats by providing direct assistance to transit agencies throughout various on-site programs. FTA's website (<http://transit-safety.volpe.dot.gov>) contains the background of this program and information to assist transit agencies in developing their Transit Security Plans.

The Transit Security Plan shall meet the TSA/FTA's Security and Emergency Management requirements as indicated in the TSA website([http://www.tsa.gov/sites/default/files/assets/pdf/Intermodal/mass transit protective measures.pdf](http://www.tsa.gov/sites/default/files/assets/pdf/Intermodal/mass_transit_protective_measures.pdf)).

The Contractor is also encouraged to refer to the Federal Transit Administration's "Transit Agency Security and Emergency Management Protective Measures" report available on the FTA website (<http://www.fta.dot.gov/documents/ProtectiveMeasures.pdf>). This document has been developed by the Federal Transit Administration, in consultation with the Department of Homeland Security's Transportation Security Administration and Office of Grants and Training and the American Public Transportation Association. It replaces the prior document entitled, Federal Transit

Administration Transit Threat Level Response Recommendation. This document provides a more comprehensive systems approach and framework for a transit agency to use in integrating its entire security and emergency management programs. In addition, this document provides protective measures to be implemented in the event of an attack or active incident and during the recovery phase following an incident.

The details of the Contractor's Transit Security Plan will be negotiated with the Contract Manager to ensure that the County's needs are adequately addressed. The final approved Transit Security Plan will be attached as Exhibit N.

R. Responsibilities of the Contractor

1. Contractor shall maintain the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses; and three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses. A subcontractor is not allowed to meet this requirement.
2. Contractor's Project Manager shall maintain the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses; and three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses. A subcontractor is not allowed to meet this requirement.
3. Contractor's Maintenance Manager shall maintain the following minimum number of years of experience in maintaining similar fleets of transit vehicles: Three years of experience in maintaining compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses; and three years of experience in maintaining propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.
4. Contractor shall maintain a "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Contractor's maintenance facilities or terminals.
5. Contractor Service Vehicle(s) must meet or exceed the service vehicle requirements as set forth in Exhibit I, Contractor-Provided Service Vehicle Requirements.
6. Contractor shall operate Service subject only to the general policies and direction of County with regard to management and operations and to the provisions and requirements of this Exhibit. Contractor shall be solely responsible for performing all tasks including, but not limited to, providing

executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assisting in public relations and promotions; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all vehicle operators, facilities, equipment, parts, and supplies required in the operation of service unless specifically identified to be contributed by County.

7. The Contractor shall maintain the required insurance and coverage as specified in Exhibit B, Section 5, Indemnification and Insurance Requirements during the entire term of this Contract. At any time during the term of this Contract if there is a lapse in insurance coverage the Contractor shall immediately suspend work and notify the Contract Manager.
8. All Contractor operators shall be expected to observe all applicable Cal/OSHA and Public Works' safety requirements. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.

S. Responsibilities of Public Works

The County will determine the need for, and provide, jobsite inspection. Contract Manager may inspect vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of vehicles and equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final two months of Service payment until repair is completed by Contractor or deduct the cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies.

T. Removal of Debris

All debris derived from this Service shall be removed from County property and become the property of the Contractor. The Contractor shall dispose of all debris from this Service in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains, catch basins, gutters, manholes, and/or roadways in violation of the National Pollutant Discharge Elimination System regulations.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall

NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

U. Funding

The County's obligations under this Contract are contingent upon the availability of funds in each fiscal year budget to finance operating and capital costs. The County may use local sales tax funds in accordance with LACMTA's guidelines for the Proposition A Local Return Program to finance this Service. Other sources of funds, such as FTA, may also be used. The Contractor agrees to be bound by applicable provisions of Proposition A Local Return Program guidelines or any other guidelines/regulations pertaining to other funding sources.

V. Non-Conflict With Local, State, And Federal Laws

Nothing herein shall be in conflict with or modify the Contractor's obligation to comply with the requirements of local, State, and Federal laws such as FTA, ADA, Department of Transportation (DOT), or other applicable laws, rules, regulations, directives, or ordinances.

W. Permits/Licenses/Certifications

The Contractor shall be fully responsible for possessing or obtaining any required permits/licenses from the appropriate Federal, State, or local authorities for work to be accomplished under this Contract.

The Contractor shall ensure that each mechanic staff assigned to this Contract is in compliance with this Exhibit's Section K.5, Maintenance Personnel.

X. Utilities

The County will not provide utilities.

Y. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums. However, neither the provision of a sum of liquidated damages for nonperformance, untimely, or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.

2. The amount of liquidated damages has been set in recognition of the following circumstances existing at the time of the formation of the Contract.
 - a. All the time limits and acts required by both parties are of the essence of the Contract.
 - b. The parties are both experienced in the performance of the Contract work.
 - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price.
 - d. The parties are not under any compulsion to contract.
 - e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and/or late performance is by Contract and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.
 - f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
 - g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.
3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the amount shown in Exhibit F, Performance Requirements Summary or the following sums if the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.
 - a. Permanent Service Vehicles

The County and the Contractor hereby establish the unit price of \$100 per vehicle per day of operation or service day (Monday through Saturday, except holidays) as liquidated damages, for each and every day of delay in completing the delivery of permanent

Service Vehicles by the Contractor. The above conditions may be invoked if the delivery exceeds the specified delivery date of nine months from date of award or as indicated in the Contractor's proposal, whichever is greater.

Should the Contractor be obstructed or delayed in obtaining the vehicles because of changes in the work or by any default, act, or omission of the County, or inability to obtain materials, equipment, or labor due to Federal government restrictions arising out of the defense or war program, then the time of completion may be extended for such as may be agreed upon by the County and Contractor. If there is insufficient time to grant such extensions prior to completion date of this Contract, the County may, at the time of acceptance of final work, waive liquidated damages after hearing evidence as to the reasons for such delay and making a finding that such delay was due to any of the above.

b. On-Time Performance

In the event that the Contractor fails to meet the on-time performance standards, as specified in Exhibit G, Service Route, Schedule, and Fare, it is agreed that the County may, at its sole discretion, assess liquidated damages against the Contractor in the amount of \$500 per incident, up to a maximum of \$5,000 per month, if any of the following incidents occur after two substantiated incidents within a 60-day period:

- i. A Service trip departs in advance of schedule departure time at any designated time point, liquidated damages of \$500 per occurrence will be assessed.
- ii. A Service trip departs more than 5 minutes following the time set forth for departure at any designated time point, liquidated damages of \$500 per occurrence will be assessed.
- iii. A Service trip arrives at a timed stop 10 minutes before the next departure, liquidated damages of \$500 per occurrence will be assessed.

c. Service Vehicles Not Available

If specified number of regular Service Vehicles, not including backup, are not in service, the Contractor may be assessed the liquidated damages of \$100 per vehicle per hour, up to a maximum of \$1,000 per vehicle per day.

d. Complaints

In the event of any valid complaint, the Contractor may be assessed liquidated damages of \$250 per complaint, up to a maximum of \$1,000 per month. County and Contractor shall jointly determine which complaints are valid (i.e., as a result of Contractor's actions which could have reasonably been prevented). However, the final decision on validity of passenger complaints shall rest with the Contract Manager.

e. General Reporting

Contractor shall submit monthly reports with monthly invoice including ridership, on-time performance, driver logs, fuel data, maintenance, and safety in a form approved by County within 15 calendar days after the end of each month, unless Contract Manager approves more time. Liquidated damages of \$50 per report per business day may be assessed for late and/or incomplete reports.

f. National Transit Database Reporting

The Contractor shall submit NTD reports to both LACMTA and the Contract Manager no later than the dates required in Section O.2.i., National Transit Database Reports, in this Exhibit. Liquidated damages of \$100 per business day, up to a maximum of \$2,000 per month may be assessed for late and/or incomplete reports.

g. LACMTA Reaudit of Annual National Transit Database Report

If the Contractor's submitted annual NTD report and/or the Contractor's supporting data and records require a reaudit by LACMTA, the Contractor may be assessed liquidated damages in an amount equal to the cost charged to the County by LACMTA to perform the reaudit.

h. Weekly Maintenance Inspections

The weekly maintenance inspections are called an "I" Service. This "I" Service shall be performed per the Original Equipment Manufacture's (OEM) Specifications (including both the Vehicle owner's manuals and Vehicle service manuals) and Exhibit K, Preventive Maintenance. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of \$200 per Service Vehicle per Service day up to a maximum of \$2,000 per month.

i. Daily Vehicle Inspection (DVI) Reports

Failure to perform a satisfactory DVI (pre-trip and post trip) may include, but are not limited to, fluid levels noted low twice within a ten-day period without any visible leaks and/or a Vehicle in revenue Service with a non-operating wheelchair ramp or lift on consecutive dates of Service. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of \$100 per Service Vehicle per Service day up to a maximum of \$1,000 per month.

j. Preventive Maintenance

Preventive Maintenance Inspections (PMI) shall be performed per the OEM and Exhibit K. PMI documents must be submitted monthly with service invoice. Inspections shall never exceed the specified intervals by 500 miles or more. Failure to meet this standard may result in nonpayment of Service miles or hours operated by vehicles exceeding the PMI intervals or liquidated damages of \$500 per vehicle per day, whichever is higher.

k. Shutdown of Vehicles

If any Service Vehicle has been removed from Service as the result of an unsatisfactory rating by the CHP, the Contractor may be assessed liquidated damages of \$200 per day per vehicle, up to a maximum of \$1,000 per vehicle per month.

l. Deficient Vehicle Condition

In the event Contract Manager rejects any Service Vehicle as a result of deficient mechanical condition or unacceptable vehicle appearance, \$200 per day per vehicle in liquidated damages may be assessed until the condition is corrected to the satisfaction of Contract Manager. If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts, then Contract Manager may waive the liquidated damages until the parts are available.

m. Vehicle Emissions (Engine Smog)

Each Service Vehicle shall fully comply with all applicable Federal, State, and local emissions rules, regulations, and requirements. If any Service Vehicle fails to pass a smog test, receives a complaint, or is cited for an engine emissions violation by the California Air Resources Board, South Coast Air Quality Management District, the CHP, or other governmental agency authorized to issue such

citation, the Contractor shall be liable for the citation as well as liquidated damages. The Contractor shall notify the Contract Manager of having received a citation within one business day of receiving it and shall provide a timeline for preparing and submitting an action plan to verify and correct the deficiencies.

The Contractor shall be assessed \$500 in liquidated damages for each Service Vehicle that is cited for an engine emissions violation. If such complaint is found to be without merit, or beyond the Contractor's control, the Contract Manager may waive the liquidated damages.

If the Contractor does not submit any required smog check certificates to the Contract Manager bi-annually (every two years) within thirty (30) days after State vehicle emissions testing has been performed, the Contractor may be assessed \$200 in liquidated damages per Service Vehicle for which a smog check certificate was not submitted. The Contractor shall provide a Service Vehicle at no charge to the County if and when the County or Contractor takes a County Service Vehicle to have an emission check performed and/or make repairs to the Service Vehicle before passing an emission check.

n. Permanent Vehicle Rejection

In the event any Service Vehicle is rejected permanently by Contract Manager as a result of vehicle condition, Contractor may be assessed \$200 per day per vehicle in liquidated damages until vehicle is replaced with a vehicle that is satisfactory to the Contract Manager.

o. Incorrectly Set Destination Signs

In the event any Service Vehicle displays an incorrect destination sign while in service or if it fails to display the "Not In Service" sign when it is not in revenue Service, liquidated damages of \$25 may be assessed for the first occurrence, \$50 for the second occurrence, and \$100 for each future occurrence within each contract year.

p. County Service Vehicle Warranty

If due to the Contractor's negligence of vehicle preventive maintenance program, as determined by the Contract Manager, any warranty coverage of the County Service Vehicle item (e.g., engine, transmission, air conditioning units, etc.) is lessened or invalidated, and/or warranty items are not covered due to neglect,

liquidated damages of at least 50 percent of the cost to repair each item shall be assessed.

q. Off-Routing

If a regular scheduled Service Vehicle is identified as operating "off route", liquidated damages of at least \$200 per occurrence shall be assessed.

r. Controlled Substance and Alcohol Testing

The Contractor shall report results of random testing and other associated tests to the County on a quarterly basis on the form shown in Exhibit M. Such reports shall be submitted to the County within 15 days after the end of the quarter. Liquidated damages of \$50 per calendar day (including non-business days, weekends, and holidays) may be assessed for late reports.

s. Maintenance Personnel

All maintenance on Service Vehicles shall be performed by ASE H-4 ASE Transit Bus Brake Test certified personnel and Section 609 of the Clean Air Act certified personnel as specified in this Exhibit. If maintenance personnel are not ASE H-4 ASE Transit Bus Brake Test certified or fail to obtain certification within 12 months of the date of hire or the start of the contract, whichever occurs last, and Section 609 of the Clean Air Act certified, liquidated damages of \$500 per maintenance employee per month may be assessed.

t. Trips Not Made

In the event that any scheduled trip is not made, the Contractor may be assessed liquidated damages in the amount of \$250 per trip, up to a maximum of \$2,000 per month.

u. Non-ADA Service Vehicle

In the event the Contractor replaces a Service Vehicle with a non-ADA-compliant Service Vehicle, the Contractor may be assessed liquidated damages of \$500 for first occurrence and \$1,000 for each subsequent occurrence.

v. Violation of Storage and Maintenance Facilities

In the event that the Contractor is either performing maintenance and/or subcontracting maintenance in violation of this Exhibit's Section F, Storage and Maintenance Facilities, as determined by

Contract Manager, the Contractor may be assessed \$1,000 in liquidated damages per Service Vehicle per Service day, up to a maximum of \$4,000 per Service Vehicle per month.

w. Storage of County Service Vehicles

If the Contractor fails to store County Service Vehicles in accordance with this Contract, the Contractor may be assessed, \$200 in liquidated damages per Service Vehicle per Service day, up to a maximum of \$2,000 per Service Vehicle per month.

x. Implementation of E-mail and Internet Access

If the Contractor fails to implement Internet access and e-mail and/or fails to use/maintain the system and/or train the personnel (e.g., Project Manager, Road Supervisor, and Maintenance Manager) within the time periods allotted in this Exhibit's Section E, Equipment, the Contractor may be assessed \$100 in liquidated damages per business day after the deadline.

y. 24-Hour Contact

If the Contractor fails to return a call to the Contract Manager within one hour after being requested in accordance with this Exhibit's Section E.3, Communication Equipment, the Contractor may be assessed \$100 in liquidated damages per occurrence.

z. Unresolved Service Vehicle Claims

If a settlement is not made within 90 calendar days of the date of loss (DOL) for a vehicle stolen, damaged, or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause in accordance with this Exhibit's Section E.2, General Terms for Transit Vehicles, the Contractor may be assessed liquidated damages. Liquidated damages in the amount of \$1,000 per week, up to a maximum of \$4,000 per month, shall begin 120 calendar days after the DOL. However, in no event shall the liquidated damages exceed the total number of service hours times the actual cost differential between a Contractor-Provided Replacement Service Vehicle and the County Service Vehicle for a given month.

aa. Service Vehicle Transfer Audit

At the discretion of the County, the Contractor may be required to transfer County Service Vehicles to another Service Contractor. The Contract Manager may schedule a pre-transfer inspection and a transfer inspection. The Contractor assuming responsibility for

the County Service Vehicles (New Contractor) shall conduct both inspections. The current Contractor shall have appropriate staff on-site to review work identified. It is the responsibility of the current Contractor to ensure that County Service Vehicles are in good mechanical condition and have good, clean appearances. The current Contractor must ensure that each vehicle's brakes and tires meet the minimum requirements specified in Exhibit K, Preventive Maintenance.

Any and all mechanical defects identified during the pre-transfer and the transfer inspections are the responsibility of the current Contractor. PMI's shall be current. PMI records of County Service Vehicles are County property and are to be turned over to the New Contractor.

Liquidated damages in the amount of \$100 per County Service Vehicle per week may be assessed for PMI records that are not provided for any County Service Vehicle, beginning one week after the completion of the transfer of service.

Repairs identified during these inspections, not made by the current Contractor, shall be performed by the New Contractor. Outstanding PMI's shall also be performed by the New Contractor.

Contract Manager will review and validate repair costs (including internal and external body damage, preventative maintenance that was not performed as required and other vehicle repairs). To recover the cost of repairs and/or maintenance of County Service Vehicles, the Contract Manager may withhold up to two monthly Service invoice payments from the Contractor transferring County Service Vehicles.

Upon satisfactory completion of County Service Vehicle repairs and/or outstanding PMI's, the balance remaining from the monthly Service invoices being withheld minus the cost of repairs and/or maintenance will be released to the Contractor. If the repair costs exceed the total balance withheld from the monthly Service invoices, the County will invoice the Contractor for the difference.

bb. Health, Safety, and Comfort

In the event any Service Vehicle has a wheelchair ramp/lift, air conditioning, and/or heating system failure while in service, \$100 per day per vehicle in liquidated damages may be assessed if the vehicle is placed in service during the next Service day(s) without repairs.

cc. Personnel

Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel such as the Project Manager or Maintenance Manager, at any time prior to or after execution of this Contract. In the event any key management personnel are removed or reassigned prior to or after execution of this Contract without prior written notice and consent by County, liquidated damages in the amount of \$1,000 may be assessed.

dd. Timely Repairs to County-Provided service Vehicles

Contractor shall make every effort to repair County Service Vehicles in a timely manner to maintain proper operating and appearance standards. Repairs to County Service Vehicles shall be completed within a reasonable time frame. In the event any County Service Vehicle is removed from Service and remains out of service for a time frame that is greater than 25 percent of the monthly Service days, the Contractor may be assessed \$100 in liquidated damages per Service Vehicle per Service day, up to a maximum of \$2,000 per Service Vehicle per month.

If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts or for reasons that are clearly beyond Contractor's control, then Contract Manager may waive the liquidated damages.

ee. Fines by Regulatory and Governmental Agencies

If the County is fined by a local, regional, State or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements, the Contractor may be assessed liquidated damages in an amount equal to the fine(s) charged to the County by a regulatory or governmental agency.

ff. AVL Devices

The Contractor is not to handle or disconnect any AVL device installed on a County Service Vehicle. If an AVL device is damaged, removed, lost, or stolen, the Contractor may be assessed \$50 in liquidated damages per AVL device per Service day after the two-week period following date of loss/damage (unless additional time is approved by County for unforeseen circumstances), until the AVL device is replaced.

4. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary to evaluate Contractor's performance.

Z. Contractor's Quality Control Plan

The Contractor shall establish and maintain a Quality Control Plan to assure the requirements of this Contract are met. An updated copy shall be provided to the Contract Manager prior to the Contract start date and whenever changes occur. The plan shall include, but not be limited to, the following:

1. It shall specify the activities to be evaluated on either a scheduled or unscheduled basis, how often these evaluations shall take place and the title of the individual(s) who will be responsible for evaluating.
2. The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
3. A file of all evaluations conducted by Contractor and, if necessary, the corrective action taken. This documentation shall be made available as requested by the County during the term of this Contract.
4. The methods for continuing service to the County in the event of a strike involving the Contractor's employees.

p:\aspub\contract\janet\sunshine (south whittier) shuttle\2013\sunshine rebid\01 rfp\07 sow.docx

SERVICE CONTRACT GENERAL REQUIREMENTS

SECTION 1

INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, Exhibit E - Defaulted Property Tax Reduction Program, and other appropriate exhibits, amendments and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's state and federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a subcontract nor a direct employee relationship.

Fiscal Year. The 12-month period beginning July 1 and ending the following June 30.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

SECTION 2

STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

A. Amendments

1. For any change which affects the scope of work, contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor.
2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.
3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 120 days.
4. For any change which does not materially affect the scope of work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. Any payments by County to any approved delegate or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.
2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.
4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.
6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, or directives, and all provisions required thereby to be included in this Contract are hereby incorporated by reference.
2. Contractor shall defend, indemnify, and hold County harmless from and against any and all liability, damages, costs, and expenses including, but not limited to, defense costs and attorneys' fees arising from or related to any violation on the part of Contractor or its employees, agents, or Subcontractors of any such laws, rules, regulations, ordinances, or directives.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.
2. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.
2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract

subjecting Contractor to either contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employee on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.
2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California

law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination for default or debarment proceedings or both. (Los Angeles County Code Chapter 2.202)

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.
2. As required by County's Child Support Compliance Program (Los Angeles County Code Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

O. Contractor Performance Evaluation/Corrective Action Measures

County or its agent will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor.

2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
2. Contractor shall indemnify, defend, and hold harmless, the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees

and Volunteers from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").
2. Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity

and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).
3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.
7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County

reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of \$500 for each violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated

in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Chief, Administrative Services Division
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.

2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.
3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the RFP used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "trade secret," "confidential," or "proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information, shall be kept and

maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.
3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's

non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Contractor's Employee Criminal Background Investigation

Each of the Contractor's or Subcontractor's staff performing services under this Contract who is in a designated sensitive position, as determined by the County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State and local-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

The Contractor shall be responsible for ongoing implementation and monitoring of the following for each Contractor employee or agent providing service under this Contract, including but not limited to subcontractor employees (collectively referred to as "Contractor Employees"):

1. Each Contractor Employee shall undergo and pass a criminal background investigation prior to starting work under this Contract. The Contractor shall conduct additional criminal background investigations of all

Contractor Employees every two years and upon request of the County at its sole discretion. The background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice. The cost of background checks is the responsibility of the Contractor.

2. No Contractor Employee shall have a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity and Contractor shall be under a continuing obligation to immediately remove any Contractor Employee having a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity. Contractor may only make an exception to this requirement if Contractor determines that there were mitigating circumstances or that the conviction is not related to the Contractor Employee position and that the Contractor Employee poses no threat or risk to the County or public.
3. Disqualification of any Contractor Employee pursuant to this section shall not relieve Contractor of its obligation to provide services in accordance with the terms and conditions of this Contract.
4. The Contractor shall annually submit to the Contract Manager a certificate of compliance attesting that each Contractor Employee is eligible for employment under this Contract according to the requirements outlined in Sections 1 and 2.

II. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to subcontract, Contractor shall provide the following information promptly at County's request:
 - a. A description of the work to be performed by the Subcontractor.
 - b. A draft copy of the proposed subcontract.
 - c. Other pertinent information and/or certifications requested by County.
2. Contractor shall indemnify and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.

3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding County's approval of Contractor's proposed subcontract.
4. County's consent to subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any subcontract and Subcontractor employees.
6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding County's consent to subcontract.
7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.
8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

SECTION 3

TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than ten days after the notice is sent.
2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:
 - a. Stop work under this Contract on the date and to the extent specified in such notice.
 - b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.
3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.
4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly

end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:
 - a. Contractor has materially breached this Contract; or
 - b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or
 - c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.
2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.
3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the

Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.
5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
6. As used herein, the terms "Subcontractor" and "Subcontractors" mean subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.
2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:

- a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
 - b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code;
 - c. The appointment of a bankruptcy Receiver or Trustee for Contractor;
or
 - d. The execution by Contractor of a general assignment for the benefits of creditors.
2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

SECTION 4

GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor, including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code Section 1777.5 with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

- a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment.
- b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County.

- c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions.
 - d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.
2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Contracted work locations. In the event Contractor determines a public hazard exists at a work location, Contractor shall immediately mark the location to prevent public access to the hazard and immediately notify the Contract Manager.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.
2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option.

SECTION 5

INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers ("County Indemnities"), from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from and against any

and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever, including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this paragraph and paragraph F of this Section. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.
2. Evidence of Coverage and Notice to County - A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
 - a. Renewal Certificates shall be provided to County not less than ten days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
 - b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this

Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a noncomplying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Public Works, Administrative Services Division
P.O. Box 1460
Alhambra, California 91802-1460
Attention of: Contract Analyst (noted in the RFP Notice)

- e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.
3. Additional Insured Status and Scope of Coverage - The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, even if they exceed the County's minimum

Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least 10 days in advance of cancellation for nonpayment of premium and thirty 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.
7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.
8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements, which may be necessary to effect such waiver.
9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of

insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following Contract expiration, termination or cancellation.
12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.
13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.
14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be designated as an Additional Covered Party under any approved program.
15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$4 million
Personal and Advertising Injury:	\$4 million
Each Occurrence:	\$4 million

2. Automobile Liability written on ISO policy form CA 00 01 or its equivalent. Such insurance shall include coverage for all "owned," "nonowned," and "hired" vehicles, or coverage for "any auto," in an amount as recommended by the Public Utilities Commission, but not less than the following (Can be met by a combination of primary and excess insurance coverage):
 - a. Seating capacity of 16 passengers or more (including driver), \$10 million.
 - b. Seating capacity of 15 passengers or less (including driver), \$5 million.
 - c. Taxicabs as defined by Vehicle Code Section 27908, a minimum of \$100,000 per person, \$1 million per occurrence, and \$50,000 property damage or a combined single limit of \$1 million.

A certificate evidencing such insurance coverage and an endorsement naming the County as additional insured thereunder shall be filed with the Director prior to Contractor providing Service hereunder.

3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate

Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

4. Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

SECTION 6

CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.
2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation

regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

SECTION 7

COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the

Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

SECTION 8

SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

SECTION 9

COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract:
 - a. Not less than \$11.84 per hour if, in addition to the per-hour wage, Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through County Department of Health Services Community Health Plan. If, at any time during this Contract, Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time services to Contractor, some or all of which are provided to County under this Contract. "Full-time"

means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.
4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for an exception to the Living Wage Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for an exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.
5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between Contractor and County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also

verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
 - c. Termination/Suspension: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment: If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
 - c. Termination/Suspension: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.
3. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

SECTION 10

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunities vendor.

If Contractor has obtained County certification as a Transitional Job Opportunities vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded.
2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than ten percent of the amount of this Contract.
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify Public Works of this information prior to responding to a solicitation or accepting a Contract award.

SECTION 11

LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:
 - 1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded.
 - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract.
 - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. The above penalties shall also apply if Contractor is no longer eligible for certification as a result of a change of its status and Contractor failed to notify the State and County's Office of Affirmative Action Compliance of this information.

SECTION 12

COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX
REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

SECTION 13

DISPLACED TRANSIT EMPLOYEE PROGRAM

- A. In accordance with Labor Code Section 1072(c)(1), if the County informs the Contractor that the County intends to issue a new solicitation for these services, Contractor shall, within 14 calendar days thereafter, provide to the County the number of employees who are performing services under this Contract and the wage rates, benefits, and job classifications of those employees. In addition, the Contractor shall make this information available to any entity that the County has identified as a bona fide Proposer for the successor contract. If the successor service contract is awarded to a new contractor, the Contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of employees to the successor Contractor.

The following provision applies if the Contractor declared that the Contractor is willing to retain employees of previous Contractor and signed PW-16, Displaced Transit Employee Declaration indicating that they will do so in their proposal.

- B. If the Contractor has declared in Form PW-16, Displaced Transit Employee Declaration that the Contractor will retain employees of the prior Contractor or Subcontractor for a period of not less than 90 days, the Contractor shall retain employees who have been employed by the prior Contractor or Subcontractors, except for reasonable and substantiated cause as specified in California Labor Code Section 1072(c)(2). That cause is limited to the particular employee's performance or conduct while working under the prior contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the Contractor and/or Subcontractor.
- C. In accordance with California Labor Code Section 1072(c)(3), the Contractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than 10 days. California Labor Code 1072(c)(3) does not require the Contractor and/or Subcontractor to pay the same wages or offer the same benefits provided by the prior Contractor or Subcontractor.
- D. If, at any time, the Contractor or Subcontractor determines that fewer employees are required than were required under the prior contract or subcontract, the Contractor or Subcontractor shall retain qualified employees by seniority within the job classification. In determining those employees who are qualified, the Contractor or Subcontractor may require an employee to possess any license that is required by law to operate the equipment that the employee will operate as an employee of the Contractor or Subcontractor.

E. Termination for Breach

1. In accordance to California Labor Code Section 1074(a), upon its motion or upon the request of any member of the public, the County may terminate this Contract if both of the following occur:
 - a. The Contractor or Subcontractor has substantially breached this Contract.
 - b. The County holds a public hearing within 30 days of the receipt of the request or its announcement of its intention to terminate.
2. Contractor or Subcontractor terminated pursuant to this provision shall be ineligible to submit proposal on or be awarded a service contract or subcontract with the County for a period of not less than one year and not more than three years, to be determined by the County.
3. Nothing herein is intended nor shall be construed as creating any exclusive provision for termination of this Contract. This provision shall not limit the County's right to terminate or debar Contractors under any other provisions of this Contract or under any other provision of the law.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2012)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2012 are less than \$50,270 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must

notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2013.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2012 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2012 and owes no tax but is eligible for a credit of \$800, he or she must file a 2012 tax return to get the \$800 refund.

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

The Safely Surrendered Baby Law is a California law that allows a parent or other person to safely surrender a baby to a hospital or fire station within 72 hours of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

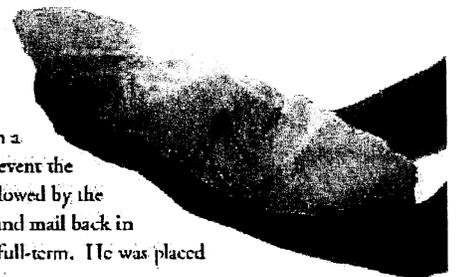
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

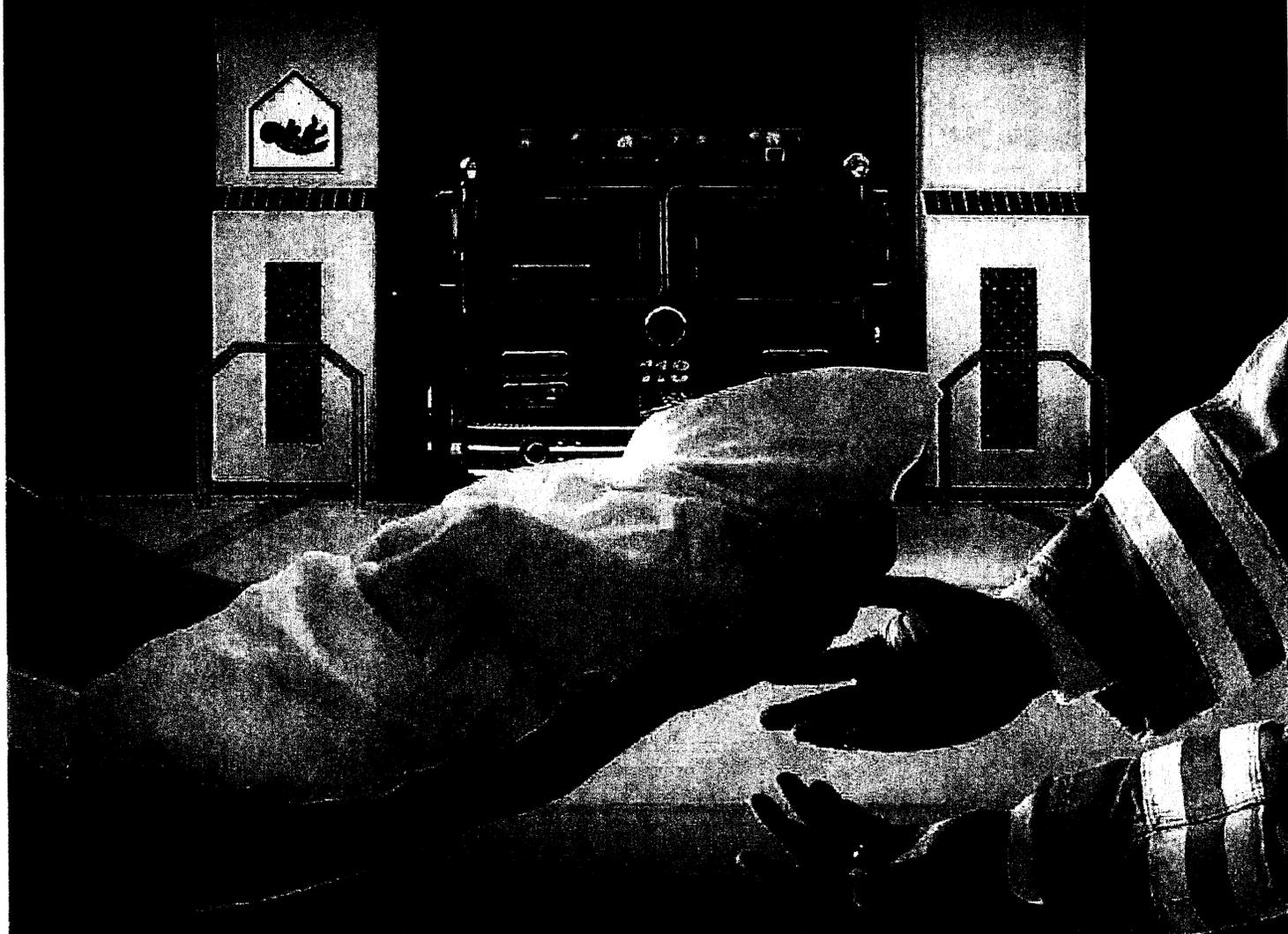
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCIA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro le permite a una madre o padre entregar a su recién nacido a un miembro del personal de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé.

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

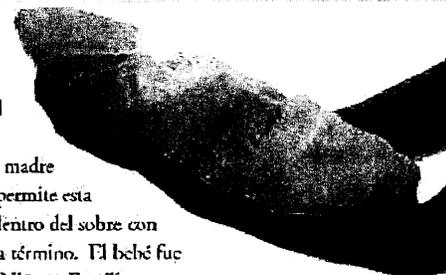
Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in

payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under \$50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement
6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;

12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
A. SCOPE OF WORK				
1. Permanent Service Vehicles	Delay in completing the delivery of permanent Service Vehicles by the Contractor	\$100 per vehicle per day of operation or service day (Monday through Saturday, except holidays)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. On-Time Performance	Contractor fails to meet the on-time performance standards, as specified in Exhibit G (Service Route, Schedule, and Fare)	\$500 per incident, up to a maximum of \$5,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Service Vehicles Not Available	Specified number of regular Service Vehicles, not including backup, are not in service.	\$100 per vehicle per hour, up to a maximum of \$1,000 per vehicle per day.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Complaints	Valid complaints	\$250 per complaint, up to a maximum of \$1,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. General Reporting	Submit monthly reports with monthly invoice within 15 calendar days after the end of each month	\$50 per report per business day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. National Transit Database Reporting	late and/or incomplete reports	\$100 per business day, up to a maximum of \$2,000	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.
Page 1 of 6

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
		per month		
7. LACMTA Reaudit of Annual National Transit Database Report	Report submitted required a reaudit by LACMTA	Amount equal to the cost charged to the County by LACMTA to perform the reaudit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Weekly Maintenance Inspections	Failure to meet Weekly Maintenance Inspection standard	\$200 per Service Vehicle per Service day up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Daily Vehicle Inspection (DVI) Reports	Failure to perform a satisfactory DVI (pre-trip and post trip)	\$100 per Service Vehicle per Service day up to a maximum of \$1,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Preventive Maintenance	Failure to meet standard per the OEM or per Exhibit K	Nonpayment of Service miles or hours operated by vehicles exceeding the PMI intervals or liquidated damages of \$500 per vehicle per day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11. Shutdown of Vehicles	Service Vehicle removed from Service as the result of an unsatisfactory rating by the CHP	\$200 per day per vehicle, up to a maximum of \$1,000 per vehicle per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.
Page 2 of 6

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
12. Deficient Vehicle Condition	Rejection of Service Vehicle as a result of deficient mechanical condition or unacceptable vehicle appearance	\$200 per day per vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13. Vehicle Emissions (Engine Smog)	Service Vehicle fails to pass a smog test, receives a complaint, or is cited for an engine emissions violation	\$500 per Service Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14. Permanent Vehicle Rejection	Service Vehicle is rejected permanently by Contract Manager as a result of vehicle condition	\$200 per day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15. Incorrectly Set Destination Signs	any Service Vehicle displaying an incorrect destination sign	\$25 for the first occurrence, \$50 for the second occurrence, \$100 for each future occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16. County Service Vehicle Warranty	Any warranty coverage of the County Service Vehicles is lessened or invalidated, and/or warranty items are not covered due to neglect	At least fifty percent of the cost to repair each item	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17. Off-Routing	A regular scheduled Service Vehicle is identified as operating "off route"	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.
Page 3 of 6

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
18. Controlled Substance and Alcohol Testing	Report results of random testing and other associated tests to county on quarterly basis on form shown in Exhibit M. Submit the form the County within 15 days after the end of the quarter.	\$50 per calendar day for late reports	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19. Maintenance Personnel	Training and/or ASE H-4 Transit Bus Brake test certified and Section 609 of the Clean Air Act certified as specified in Section K.5	\$500 per maintenance employee per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20. Trips Not Made	Scheduled trip is not made	\$250 per trip, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
21. Non-ADA Service Vehicle	Contractor replaces a Service Vehicle with a non-ADA-compliant Service Vehicle	\$500 for the first occurrence and \$1,000 for each subsequent occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22. Violation of Storage and Maintenance Facilities	Performing maintenance and/or subcontracting maintenance in violation specified in Section F, as determined by Contract Manager	\$1,000 per Service Vehicle per day, up to a maximum of \$4,000 per Service Vehicle per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager. Page 4 of 6

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
23. Storage of County Service Vehicles	Failure to store County Service Vehicles in accordance with this Contract	\$200 per Service Vehicle per Service day, up to a maximum of \$2,000 per Service Vehicle per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24. Implementation of E-mail and Internet Access	Failure to implement Internet access and e-mail, use/maintain the system, train the personnel within the time periods allotted as specified in Section E	\$100 per business day after the deadline	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
25. 24-Hour Contact	Failure to return a call to the Contract Manager within one hour after being requested in accordance with Section E.3	\$100 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
26. Unresolved Service Vehicle Claims	Settlement is not made within 90 calendar days of the date of loss	\$1,000 per week, up to a maximum of \$4,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
27. Service Vehicle Transfer Audit	Failure to provide PMI records for any County Service Vehicle, beginning one week after the completion of the transfer of service	\$100 per County Service Vehicle per week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
28. Health, Safety, and Comfort	Wheelchair ramp/lift, air conditioning, and/or heating system failure while in service	\$100 per day per vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.
Page 5 of 6

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through N, inclusive, of this Contract (Exhibits A-N) and this PRS, Exhibits A-N shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-N, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
29. Personnel	Key management personnel are removed or reassigned prior to or after execution of this Contract without prior written notice and consent by County	\$1,000 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
30. Timely Repairs to County-Provided Service Vehicles	Failure to repair County Service Vehicles in a timely manner to maintain proper operating and appearance standards	\$100 in per Service Vehicle per day, up to a maximum of \$2,000 per Service Vehicle per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
31. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements	Equal to the fine(s) charged to the County by a regulatory or governmental agency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
32. AVL Devices	If the AVL device is damaged, removed, lost, or stolen	\$50 per AVL device per Service day after the two-week period following date of loss/damage until the AVL device is replaced	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.
Page 6 of 6

Sunshine (South Whittier) Shuttle Service

SERVICE ROUTE, SCHEDULE, AND FARE

Days and Hours of Service: Monday through Friday from 6 a.m. to 8 p.m. and on Saturday from 8 a.m. to 6 p.m.

Holidays with no Service: The six holidays are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

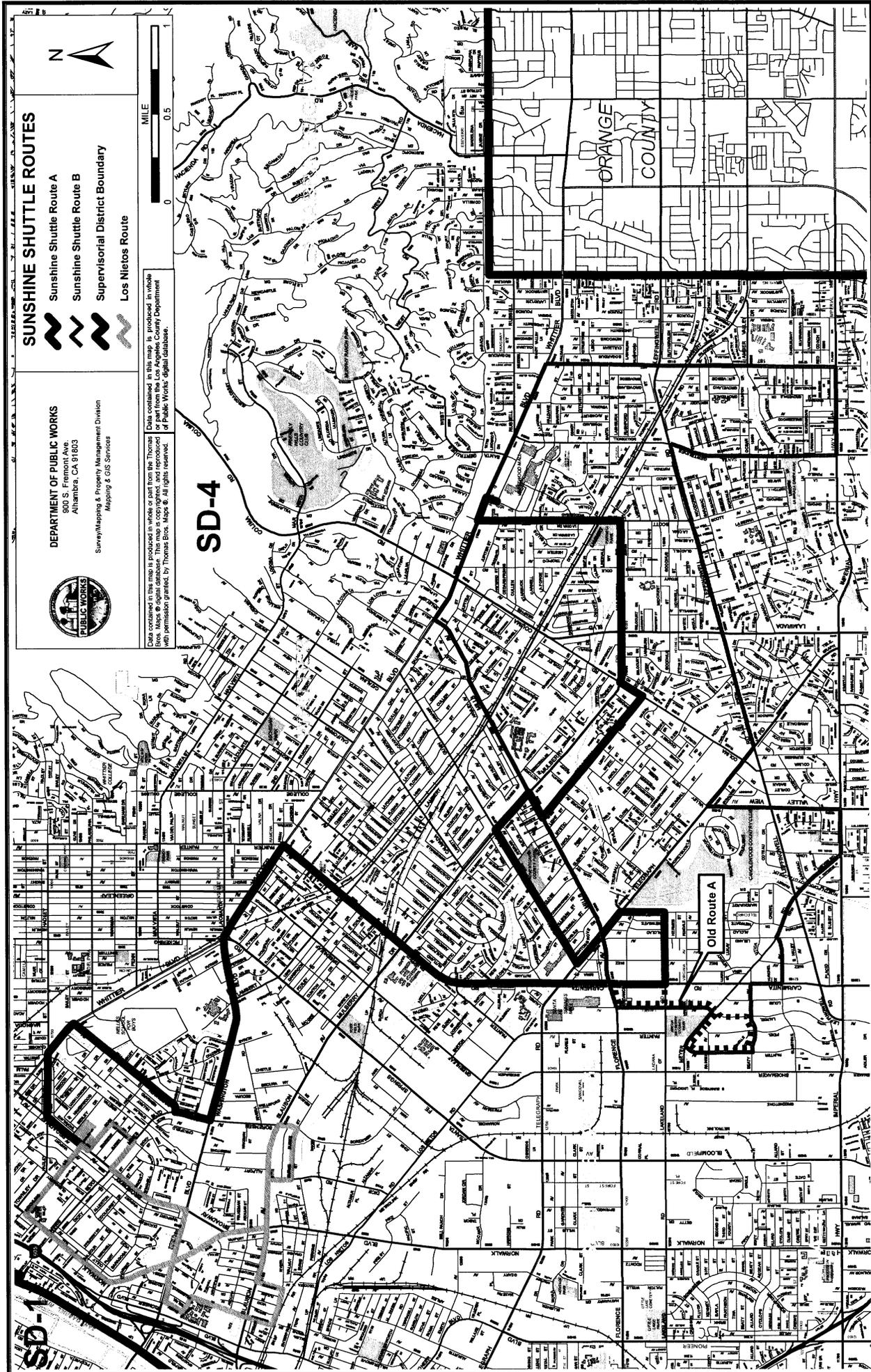
Service Frequency: The service frequency is 45-60 minutes.

Fare Structure: The cash fare is \$0.25 per trip. We also accept as paid fare Metro and EZ Passes. Seniors (ages 60 and over), children under age five and persons with disabilities are able to ride for free.

Number of Service Vehicles: Three

Key Destinations Served:

- Sorensen, Amelia Mayberry, Adventure, and Parnell Parks
- Gateway Plaza
- Community Resource Center
- Whittwood Town Center
- Santa Fe Springs Plaza
- Presbyterian Intercommunity Hospital
- Rio Hondo College South Whittier Educational Center
- Kindred Hospital
- Home Depot Shopping Center
- Bright Health Physicians Pediatrics



COUNTY-PROVIDED SERVICE VEHICLES SPECIFICATIONS

A. County-Provided Service Vehicles Information

The following County-Provided Vehicles are currently assigned to the Sunshine (South Whittier) Shuttle Service:

<u>Vehicle ID</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN #</u>	<u>Fuel</u>	<u>Mileage</u>
1.	L314	El Dorado	Axess	2013	1N9AMALG3DC084052	CNG 5,815 as of May 2013
2.	L315	El Dorado	Axess	2013	1N9AMAIG5DC084053	CNG 8,225 as of May 2013
3.	L309	El Dorado	EZ Rider II	2006	1N9MLABG06C084062	Propane 326,175 as of May 2013

Note: Vehicle #3, ID # L309 is expected to be replaced with two 2015 El Dorado National Axess 35-foot (CNG) buses during the term of this contract.

B. County-Provided Service Vehicles Specifications

1. 2013 El Dorado National Axess 35-Foot Front Door Body (CNG)

a. Mechanical

- 215-inch wheelbase
- Cummins ISL 280 hp CNG
- Allison B400R transmission
- Air compressor – engine mounted
- Rear engine "run" box
- Electronic throttle
- Engine belt guard
- CNG defueling Port
- Air dryer/air brakes/ABS brake system
- Silicone cooling hoses – all
- Stainless steel radiator tanks/piping/surge tank
- Diagnostic data port in rear engine compartment
- Exhaust wrap
- Mechanical fan drive w/linig vibration dampener
- Kneeling front suspension system
- Suspension air
- Steering column tilt and telescoping
- OEM painted steel wheels
- Radial tires – 305 (Michelin)
- Spare tire and wheel
- Front and rear help bumpers and mud flaps
- Front tow eyes

b. Electrical

- High-idle assembly
- Wiring color coded and numbered
- Fluorescent interior lighting
- Circuit breaker manual reset
- Dual 8D batteries on stainless steel slide tray

EXHIBIT H

- 24-volt electrical system
 - Alternator, Delco 50DN 24-volt
 - Backup alarm
 - Cummins engine protection w/Low coolant probe
 - Engine hour meter
 - Hubodometer assembly
 - Turn signals – side/front/rear
 - Day/night run switch w/push button start
 - Armored clearance lighting
 - Daytime running lights
 - LED – exterior stepwell lighting
 - LED – overhead light at rear step-up
- c. Body
- Altro flooring material – color (storm)
 - Undercoated and sealed body
 - 3/4-inch marine grade plywood
 - Ziebart undercoating - inside roll cage tubes
 - Ceiling grab-rails
 - Transpec roof hatch – rear over second row of seats
 - Automotion roller blinds – driver front and side
 - Tip-in transom passenger windows
 - Intermittent windshield wipers
 - Interior passenger view mirror
 - Heated/electric rear view mirrors – LED turn signals (BRT Style)
 - Entry door – hidden toggle switch
 - Air operated – vapor slide-glide entry door – Ameriview style
 - All white exterior paint – standard white
 - Deluxe platinum interior
- d. ADA Equipment
- Ricon fold-over ramp
 - Yellow Standee line
- e. Miscellaneous Equipment
- Center rear mud flap
 - Raised floor step lighting LED strip light (rear riser)
 - Freedman Citiseat – passenger seats
 - Recaro ergo metro MCII air ride driver's seat – black fabric
 - Q'Straint 8100 – wheelchair tie-downs
 - Thermo King Athenia S960 roof Top HVAC system – R134A, X430 f. f.
 - Compressor and Intelligaire II – 407c freon
 - Dialight LED driver light
 - Ricon extended 5-year ramp warranty
- f. Additional Equipment
- Second CNG pod (Six Tanks Total) – extended range
 - BRT style cap
 - BRT integrated entry door
 - BRT – 3-piece windshield
 - Driver's seatbelt alarm and cushion alarm
 - Diamond guard – antigraffiti windows
 - Twin vision electronic signs (Front/Rear)
 - "Stop Request" system

- Amerex suppression/detection system
- Sportworks bike rack
- Overhead hand straps
- Diamond 1 – vault farebox and rail
- Prewire for GPS/AVL antenna – prewire only
- Two-way radio prewire – prewire only

2. 2006 El Dorado National E-Z Rider II (Propane)

- 102-inch exterior width
- 30-foot x 11-inch overall length
- 160-inch wheelbase
- Mechanical fan drive with spring-loaded idler
- Kneeling front suspension system
- Air valve below front bumper
- ABS air brake system
- 200 AMP alternator
- Stainless steel battery tray, 6 group, 31 batteries
- Cummins B Plus (5.9L) propane (LPG), 195 hp
- 169 gallon usable fuel capacity
- Spare tire and wheel (one for each vehicle)
- Tilt and telescopic steering column
- 5-speed Allison B300R transmission
- High-idle assembly
- Backup alarm warning
- Hubodometer (curbside/rightside)
- Air-operated door, slide-glide type with three-position control
- Hydraulic wheelchair ramp at front door
- Deceleration alert rear lights
- Floor-mounted directional signals
- Air compressor, engine mounted
- Seating for 29 passengers, with 6 flip-up-type seats
- American Seating model No. 6468 with VR-50 inserts, fiberglass
- ADA-compliant securement system for two wheelchair passengers
- Intermittent wipers
- Rear collision avoidance light
- Fluorescent interior lighting
- Twinvision LED front and side destination signs
- Internal public address system with gooseneck microphone
- Radio two-way, prewire with antenna
- Ribbed isle flooring, rubber
- Carpeted kick panels
- Driver's barrier, top and bottom sections
- Rear view interior mirror
- Motorized and heated exterior mirror
- Passenger-assist handrails, left and right side of aisle at front door
- Eight vertical stanchions throughout perimeter seating
- New view blind for driver's window
- Six ceiling grab-rails with hand straps
- 32-inch transom tip-in passenger windows
- Transit care graffiti guard window inserts on passenger windows
- Passenger pull-cord signal system with chime and dash light
- Front assembly heating and air conditioning
- Thermo King Model R134A heating and ventilation system

EXHIBIT H

- Amerex fire suppression system with methane detection
- Remote control transpec roof hatch
- Main treasury farebox
- First aid kit, fire extinguisher, body fluid kit, and tri-reflectors

p:\aspub\contract\janet\sunshine (south whittier) shuttle\2013\sunshine rebid\01 rfp\exhibits c thru n\exhibit h_county-provided service vehicles spec.doc

CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

Minimum Vehicle Requirements

Section I

- Vehicle must not have reached its Altoona life
- 2008 or newer standard 25-foot Class 3 vehicle
- Propane (LPG), or Compressed Natural Gas (CNG)
- Minimum 14,000 LB GVWR
- 7,000 lbs. front axle (GAWR)
- 10,000 lbs. rear axle (GAWR)
- Spring suspension front and rear (option for rear air)
- 159- to 178-inch wheelbase
- Four wheel disc brakes
- 20 passengers or 16 passengers with two wheelchair positions
- Vertical stanchions throughout perimeter seating
- 86,000 BTU passenger area air conditioning system
- 24,500 BTU driver area air conditioning system
- 35,000 BTU passenger area heater
- Passenger pull cord system
- "Stop Requested" sign
- Backup alarm
- Ricon Model S or K series fully automatic wheelchair lift to include: manual backup, handrails, California brake interlock, lift pad kit, platform lighting, meeting all ADA requirements
- ADA-compliment securement system for two wheelchair passengers
- 10 lbs. ABC fire extinguisher, first-aid kit, reflector kit
- Outside signage
- Fare box

Section II

- If Section I vehicle type is not available, then gasoline-powered cutaway vehicle may be used in substitution
- 2008 or newer, standard 25-foot Class 3 vehicle
- 20 passengers or 16 passengers with two wheelchair positions
- Minimum 14,000 LB GVWR
- 159- to 178-inch wheelbase
- Four wheel disc brakes, 14.75-inch diameter
- 7,000 lbs. front axle (GAWR)
- 10,000 lbs. rear axle (GAWR)
- Spring suspension front and rear (option for rear air)

CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

Section II (Continued)

- Vertical stanchions throughout perimeter seating
- 86,000 BTU passenger area air conditioning system
- 24,500 BTU driver area air conditioning system
- 35,000 BTU passenger area heater
- Passenger pull cord system
- "Stop Requested" sign
- Backup alarm
- Ricon Model S or K series fully automatic wheelchair lift to include: manual backup, handrails, California brake interlock, lift-pad kit, platform lighting, meeting all ADA requirements, or Director-approved equal.
- ADA-compliant securement system for two wheelchair passengers
- 10 lbs. ABC fire extinguisher, first-aid kit, reflector kit, body fluid kit
- Outside signage
- Fare box

p:\aspub\contract\janet\sunshine (south whittier) shuttle\2013\sunshine rebid\01 rfp\exhibit i_contractor-provided service vehicle requirements.doc

SERVICE VEHICLE APPEARANCE/CLEANLINESS CHECKLIST

Date/Time _____ Vehicle No. _____

Checked By _____

EXTERIOR	VERY GOOD	ACCEPTABLE	UNACCEPTABLE
-----------------	------------------	-------------------	---------------------

Windshield	_____	_____	_____
Windows	_____	_____	_____
Body-Front and Sides	_____	_____	_____
Body-Rear	_____	_____	_____
Fuel Filter Area	_____	_____	_____
Wheels	_____	_____	_____
Rubber/Vinyl Parts	_____	_____	_____
Destination Sign Area	_____	_____	_____

INTERIOR

Entry/Driver Area	_____	_____	_____
Windshield	_____	_____	_____
Floor/Aisle	_____	_____	_____
Seats	_____	_____	_____
Seat Backs	_____	_____	_____
Windows	_____	_____	_____
Lift or Exit Door Area	_____	_____	_____
Sidewall Panels	_____	_____	_____
Modesty Panels	_____	_____	_____
Stanchions/Grab Rails	_____	_____	_____
Information Display Area	_____	_____	_____
Schedule Holder(s)	_____	_____	_____

Subtotal	_____	_____	_____
----------	-------	-------	-------

Total	_____	_____	_____
-------	-------	-------	-------

OVERALL RATING

_____	VERY GOOD
_____	ACCEPTABLE
_____	UNACCEPTABLE

PREVENTIVE MAINTENANCE

INTRODUCTION

The Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, along with the necessary service facilities to provide the maintenance required for the operation of all equipment and Service Vehicles pursuant to this Contract.

Routine preventive maintenance and servicing is required on all Service Vehicles for this Service as recommended by their Original Equipment Manufacturer(s) (OEM). The Service provisions below represent the County's recommended preventive maintenance schedule. If OEM's preventive maintenance schedule is more stringent than the County's, the Contractor shall follow the OEM's recommendations. If County's recommended preventive maintenance schedule is more stringent than the OEM's, the Contractor shall verify with the County as to which recommended preventive maintenance frequency is acceptable prior to deviating from the County's recommendations. Adherence to a preventive maintenance schedule shall not be regarded as cause for deferred repairs. Non-safety repairs may be scheduled and must be made within one week of being identified.

SECTION 1. SERVICE PROVISIONS

The Preventive Maintenance Inspection (PMI) services to be provided by the Contractor shall consist of levels hereinafter referred to as "DVIR," "I," "J/A," "B," and "C" PMI Services. These inspections shall be conducted at vehicle mileage or time intervals as described herein.

A. PMI Service Sequencing

1. Daily Vehicle Inspection Report (DVIR) is a legally required document prepared each day by the Service Vehicle operator regarding the Service Vehicle operated. Copies are to be retained by the Contractor. Any and all repairs identified shall be documented.
2. "I" inspections occur a minimum of once per week. More frequent "I" service may be required by the Contract Manager depending upon demonstrated Service Vehicle condition and/or reliability. This inspection shall be documented and shall indicate all problems found, maintenance/repair required, and maintenance or repairs performed.
3. "J/A" inspection occurs every 30 days regardless of mileage. The "J/A" service occurs as part of every "B," and "C" Service inspection.

EXHIBIT K

4. "B" service occurs every 24,000 vehicle miles or eight months, whichever occurs first. "B" service occurs as part of every "C" Service inspection.
5. "C" service occurs every 48,000 vehicle miles or every 16 months, whichever occurs first.
6. PMI service sequencing (repeats each 48,000 miles).

<u>PMI Service</u>	<u>SERVICE Miles</u>	<u>Or Maximum Days</u>	<u>Joint PMI Services</u>
DVIR	N/A	Daily	
I	N/A	Weekly	
J/A	3,000	30 Days maximum	
B	24,000	240 Days maximum	I and J/A
C	48,000	480 Days maximum	I, J/A and B
DVIR – Daily Pre-Trip Inspection by operator			

B. Inspections/PMI Services

1. Daily Pre-Trip and Post-Trip Vehicle Inspection Report (DVIR)

Contractor shall ensure that their Service Vehicle operators perform the DVIR in accordance with 13 CCR Section 1215(a) and California Vehicle Code Section 34500.

Contractor's Service Vehicle operators shall conduct the mandatory "Pre-Trip" and "Post Trip" inspections of their assigned Service Vehicle prior to, and immediately after, operating the Service Vehicle on a given day. These inspections must be performed each day the vehicle is used. The DVIR report must be signed by the assigned Service Vehicle operator of the Service Vehicle. The DVIR report is required as a matter of record, whether or not any defects are found. When defects are identified and listed, the DVIR must be routed to the Contractor's Repair Facility. The Contractor must maintain and retain these inspection/service records as required by law.

These Pre-Trip and Post Trip inspections are both a maintenance inspection and an operational inspection of the Service Vehicle by the operator. Further details of the DVIR inspection are set forth in Exhibit A, Scope of Work; Section G, Vehicle and Equipment Maintenance; Subsection 4, Daily Pre-Trip and Post-Trip Vehicle Inspection and Servicing; Section O, Service Records and Reports; Subsection 2.c, Daily Pre-Trip Service Vehicle Inspection Reports.

EXHIBIT K

2. The Contractor shall perform the PMI service level "I" in accordance with 13 CCR Section 1234(f) and California Vehicle Code Section 34500. The inspection must be a matter of record. The "I" inspection is to be performed at least every seven calendar days utilizing qualified and Automotive Service Excellence (ASE) certified maintenance personnel. PMI service Level "I" shall include, but is not be limited to, the following:
- Inspect engine accessory drive.
 - Inspect, measure and record drive belts condition and belt tension.
 - Inspect the engine and accessories for leaks.
 - Check and top up engine oil level.
 - Check and top up engine coolant level.
 - Check and top up transmission fluid level.
 - Check and top up power steering and master brake cylinder (if equipped with hydraulic brakes).
 - Check all directional signals and flashers.
 - Check headlights, marker, stop, turn, tail lamps, and reflectors.
 - Replace lights, lens, and/or reflectors as necessary.
 - Check and replace interior lights and lens as necessary.
 - Check brake operation.
 - Check parking brake operation and condition.
 - Check the functioning of instrument cluster gauges and warning lights.
 - Check tire pressure and adjust to specification.
 - Check tire tread, remove debris, and check for damage and uneven wear.
 - Check tires for sidewall damage.
 - Inspect wheels and fasteners.
 - Check for wheel bearing oil or grease leaks.
 - Check horn operation.
 - Check "backup" alarm and safety device operation.
 - Check condition and mounting of fire extinguisher, first aid kit, bodily fluids kit(s) and wheel chair tie downs and record.
 - Check operation of all doors.
 - Check wheelchair lift operation.
 - Check wheelchair lift interlock operation.
 - Check operation of all emergency escape windows and alarms.
 - Check windshield wiper and windshield washer operation.
 - Check and record AC system operation effectiveness.
 - Check under vehicle for any fluid leaks.
 - Check cleanliness of the vehicle's exterior and note any body and/or decal damage.
 - Check cleanliness and condition of vehicle interior.

EXHIBIT K

Plus other additional items deemed appropriate.

3. The Contractor shall perform the PMI service level "J/A" in accordance with 13 CCR Section 1232(b). The inspection must be a matter of record. The "J/A" inspections are to be performed simultaneously at least every 30 calendar days. These services shall include, but are not limited to, the following items:
 - Change engine oil.
 - Replace engine oil filter(s).
 - Check, adjust, and record engine idle speed.
 - Check engine throttle linkage operation.
 - Check transmission fluid level.
 - Pressure test radiator and radiator cap.
 - Check and record coolant percentage, protection, and condition.
 - Clean radiator of bugs and debris.
 - Check or inspect all hoses and lines for condition.
 - Inspect accessory and drive belts for condition.
 - Measure belt tensions and record.
 - Inspect and lubricate chassis, front and rear suspension components.
 - Inspect shock absorbers for damage or leaks.
 - Inspect suspension.
 - Lubricate front axle spindles.
 - Check and tighten spring axle bolts as necessary.
 - Check exhaust system for damage and/or leaks, and correct deficiencies.
 - Inspect steering box and steering box mounting.
 - Inspect and lubricate steering u-joints.
 - Check steering linkage for wear or damage.
 - Lube steering linkage.
 - Road test for steering and suspension condition.
 - Inspect brakes for operation.
 - Check brake fluid level or test air brake system.
 - Check disc brakes for wear and record percentage of remaining pad and/or lining.
 - Adjust brakes as necessary.
 - Inspect brake system for leaks, check air or brake fluid levels.
 - Check and service slack adjusters (if equipped with air brakes).
 - Check and adjust parking brake, as needed.
 - If equipped with air brakes, check, clean or replace air compressor filter.

EXHIBIT K

- Inspect and lubricate driveline and u-joints.
- Check differential oil level.
- Inspect vehicle safety devices and/or equipment.
- Inspect vehicle wiper/washer operation and fluid level.
- Check battery mounting and hold down(s).
- Check battery terminals and clean or replace as necessary.
- Load test battery(s) and record reading.
- Check and record battery(s) specific gravity.
- Clean battery surface and terminal connections.
- Check battery water level.
- Check accessory drive belt tension, measure, record and adjust as necessary.
- Inspect accessory drive belts for wear and tension; record result and adjust as necessary.
- Inspect tires and rims, for damage, wear, cracks, missing lug nuts, broken studs, etc.
- Inspect tires, for damage, wear, and/or debris; if irregular wear present, perform alignment.
- Measure and record tire tread depth (including spare tire).
- Check and record tire pressures (including spare tire).
- Torque and record tire bolt mounting.
- Inspect exterior lamps for operation.
- Inspect exterior mirrors and check operation.
- Inspect interior lamps for operation.
- Inspect dash panel and check operation of all switches, gauges and lamps.
- Inspect upper (overhead) panel for operation of all switches gauges and lamps.
- Inspect all doors for adjustment and smoothness of operation.
- Inspect and lubricate door hinges, pins and/or bushings.
- Inspect wheelchair lift for operation and adjustment, including interlock device.
- Cycle wheelchair lift in manual (emergency) and check hydraulic fluid level mode.
- Clean and lubricate wheelchair lift.
- Inspect window glazing and windows for operation and/or cracks.
- Operate emergency escape windows and test alarm.
- Inspect seats for damage, soiling.
- Inspect floor covering and step treads for damage.
- Test and record HVAC - Measure and record A/C output temperature front and rear.
- Clean immediate area surrounding rear heater unit.

EXHIBIT K

- Inspect fire extinguisher.
- Inspect other vehicle safety devices/equipment.
- Inspect wiper, washer operation, fluid level.

Plus other additional items deemed appropriate.

Note: "A/J" inspection/service repeats with each "B" and "C" service inspection.

4. "B" inspection/service (24,000 miles/8 months) includes, but is not limited to, the following items:

- "A/J" inspection.
- Engine fuel filter, replace (primary).
- Engine fuel filter, replace filter element (secondary).
- Replace engine air filter.
- Replace spark plugs (nondiesel powered engines).
- Replace transmission filter and fluid.
- Replace power steering fluid and filter.
- Balance and rotate tires.
- Perform a full "four wheel" alignment.
- Replace brake fluid (hydraulic).
- Replace air dryer filter (air brakes).
- Repack front wheel bearings.
- Check all fuel lines for leaks.
- Check fuel line attachment points to chassis.
- Inspect tank and lines for damage, fractures, and/or rust.
- Check fuel tank valves and fittings for leaks and operation.
- Check spark plugs for excessive gap, heavy deposits on electrodes and/or electrode damage.

Plus other additional items deemed appropriate.

5. "C" inspection/service (48,000 miles/16 months) includes, but is not limited to, the following items:

- "A/J" inspection.
- "B" inspection.
- Inspect differential, change oil.
- Replace in-tank propane fuel pump filter.
- Replace in-line fuel filter.
- Inspect and replace spark plugs.
- Inspect spark plug wires.

EXHIBIT K

Plus other additional items deemed appropriate.

6. Every Third "C" Inspection or service (144,000 miles/48 months) includes, but is not limited to, the following items:
- Every third "C" inspection, replace spark plug wires with OEM spark plug wires.
 - Replace engine coolant.
 - Flush engine block.
 - Replace engine coolant thermostat.
 - Replace coolant hoses, clamps.
 - Replace accessory and drive belts.
 - Change differential oil.

Plus other additional items deemed appropriate.

C. Services Not Included

The following services shall be performed as required and may or may not be part of the Contractor's regularly scheduled maintenance.

- Tire replacement.
- Tire repairs.
- Non-PMI, scheduled or unscheduled repairs.
- Mechanical failure(s) and/or "Road Calls."
- Damage to mechanical components due to abuse, vandalism or accident.
- Damage to body/cosmetic appearance.
- Service Vehicle washing and cleaning (exterior and interior).
- Recharging the fire extinguisher and/or fire suppression items or systems.
- Labor and/or materials required to transport Service Vehicles for the purpose of service or repairs.
- All manufacturer's recalls and/or repairs covered under warranty.

D. Parts Not Included In PMI Service (Contractor Supplied)

The following parts shall be maintained and replaced as needed on a day-to-day basis by the Contractor's sole expense.

- Head lamps
- Clearance lamps
- Turn signal lamps
- Reflectors
- Interior lamps

EXHIBIT K

- Dashboard and all indicator lamps
- Windshield wiper blades
- Mirrors
- Other consumables, except as covered by warranty
- Fire extinguisher
- First Aid Kits
- Seatbelts, latches, Q-Straints, Torso Pads, etc.
- Methane Detection Systems
- Vehicle Fire Suppression Systems (Alternatively-Fueled Vehicles)
- Wheelchair tie-down belt replacements
- Tires
- Cleaning materials

E. Parts Included

The following parts shall be provided under either PMI Service or regular maintenance services performed by the Contractor:

Engine:	Engine oil filter(s) Air filter element Fuel filter element(s) Replacement oil Replacement coolant and filter(s)
Miscellaneous:	Power steering fluid and filter(s) Brake fluid
Transmission:	Transmission oil filter(s) Replacement oil
Differential:	Replacement oil
Wheel Bearing:	Grease seals and/or hubcaps Grease or oil
	Antifreeze Lubrication grease Silicone Battery(s) Battery water (distilled) Battery terminal spray/protectant Windshield wipers and washer fluid

Miscellaneous hoses/flex lines and washer that have a replacement requirement as part of the PMI Service schedule.

EXHIBIT K

Miscellaneous seals and gaskets that have a replacement requirement as part of the PMI Service schedule.

Miscellaneous engine accessory drive belts as part of PMI services schedule.

The following parts shall be provided by Contractor only as part of a PMI service:

A/C Compressor lube oil and Freon #R-134a refrigerant

SECTION 2. OIL ANALYSIS

A sample will be taken by the Contractor utilizing personnel and sample-taking processes that have been approved by the Contract Manager. Within one business day of taking the sample, the sample must be delivered to a Contract Manager-approved analysis facility for processing according to the following schedule:

Engine Oil: Sample requirement is one week or 500 miles prior to each "J/A" service/inspection (each oil change).

Transmission Oil: Sample requirement is one week or 500 miles prior to each "B" inspection/service, not to exceed 24,000 miles between samplings.

The Contractor shall inform the Contract Manager, at least seven calendar days in advance of the Engine Oil and Transmission Oil sampling dates. At Contract Manager's option, County personnel may be on-site to observe the Contractor's sampling procedures.

The Contractor shall provide or shall cause to have provided to the Contract Manager a copy of each analysis generated within one business day after results of said analysis are known or returned to Contractor by the oil analysis vendor.

SECTION 3. RECORDS

Individual PMI Service records shall be maintained and retained by Contractor. The records shall be maintained in a manner consistent with CHP terminal inspection requirements. Records shall be maintained for all "DVIR," "I," "J/A," "B," and "C" inspections and/or services plus any maintenance/repair conducted.

EXHIBIT K

The contractor may be required to provide a copy of each PMI inspection/service activity to the County at the following address:

County of Los Angeles
Department of Public Works
Programs Development Division
Attention Transit Manager
P.O. Box 1460
Alhambra, CA 91802-1460

SECTION 4. TRANSFER OF COUNTY VEHICLES

The following applies if there is a change of Contractor and if there are County Service vehicles:

- The maintenance and repair records of each County Vehicle are County property. A legible copy of all maintenance and/or repair records shall be provided by the Contractor to the County when the vehicle(s) is/are released to the new Contractor who will be providing the Service.
- The tires on each vehicle shall average a minimum tread depth of 8/32 of an inch of tread. No one tire shall have less than 5/32 of an inch of tread at any point. The tread depth of each tire will be measured at three points and averaged.
- Tires with less than 5/32 of tread depth will be replaced and the County shall deduct the cost from the Contractor's final invoice(s).
- The brakes shall have a minimum of 30 percent of their lining shoes or pads at each wheel position. The brake material grade shall be as specified by OEM. Brake drums and/or rotors shall not be excessively worn, grooved or discolored from excessive heat. Drums and rotors shall be within their manufacturer's acceptable use guidelines.
- If any brake shoes, brake pads, drums, and/or rotors do not meet the minimum standards listed above, the items will be replaced and the cost to repair or replace any of these components will be deducted from the Contractor's final invoice(s).

MONTHLY RIDERSHIP FORM (MR-20) FOR LACMTA CONSOLIDATED NTD REPORT (#9166) FOR FY

Agency

Mode MB	SAFETY AND SECURITY **							** See Thresholds Below
	Major Incident (Safety or Security)	Non-Major Incident (Safety)	Non-Major Incident (Security)					
Month	Total Boardings	Revenue Hours	Revenue Miles	# of Vehicles Operated	Major Incident (Safety or Security)	Non-Major Incident (Safety)	Non-Major Incident (Security)	*Due to MTA
July								August 25th
August								September 25th
September								October 25th
October								November 25th
November								December 25th
December								January 25th
January								February 25th
February								March 25th
March								April 25th
April								May 25th
May								June 25th
June								July 25th
Total:	0	0	0	0	0	0	0	0

Mode DR	SAFETY AND SECURITY							** See Thresholds Below
	Major Incident (Safety or Security)	Non-Major Incident (Safety)	Non-Major Incident (Security)					
Month	Total Boardings	Revenue Hours	Revenue Miles	# of Vehicles Operated	Major Incident (Safety or Security)	Non-Major Incident (Safety)	Non-Major Incident (Security)	*Due to MTA
July								August 25th
August								September 25th
September								October 25th
October								November 25th
November								December 25th
December								January 25th
January								February 25th
February								March 25th
March								April 25th
April								May 25th
May								June 25th
June								July 25th
Total:	0	0	0	0	0	0	0	0

**** SAFETY AND SECURITY THRESHOLDS**

Thresholds	
Major Incident (Safety or Security)	Non-Major Incident (Security)
<p>Existence of one or more of the following conditions:</p> <ol style="list-style-type: none"> 1. A fatality 2. Injuries requiring immediate medical attention from the scene for two or more persons 3. Property damage equal to or exceeding \$25,000 4. An evaluation due to life safety reasons 5. A collision at a grade crossing 6. A main-line derailment 7. A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons 8. A collision between a rail transit vehicle and another rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons 	<p>Incidents not already reported on the Major Incident Reporting form.</p> <p>Existence of one or more of the following conditions:</p> <ol style="list-style-type: none"> 1. Injuries requiring immediate medical attention away from the scene for one person 2. Property damage equal to or exceeding \$7,500 (less than \$25,000) 3. All non-arson fires not qualifying as Major Incidents <p>Arrest/Citation for Part II Offenses:</p> <ol style="list-style-type: none"> 1. Other assaults 2. Vandalism 3. Trespassing <p>Occurrence of Other Security Issues:</p> <ol style="list-style-type: none"> 1. Bomb threat 2. Bombing 3. Chemical/Biological/Nuclear release 4. Cyber Incident 5. Hijacking 6. Non-violent civil disturbance 7. Sabotage <p>Occurrence of Suicides and attempts</p>

CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

1. Substance Abuse Testing

It shall be the duty of Contractor to take all steps feasible to ensure that those employed personnel, independent contractors' or subcontractors' employees servicing or operating Service Vehicles pursuant to this Scope of Work do not perform those functions under the influence of alcohol, controlled substances, or medication which impairs their judgment or physical ability.

In meeting this duty, Contractor shall, at a minimum, do the following:

- a. Promulgate and Distribute to All Personnel a Written Policy Statement Prohibiting Servicing and/or Operating Service Vehicles While Under the Influence of Alcohol, Controlled Substances, or Any Medication Which Impairs Judgment or Physical Ability

The written policy statement shall indicate Contractor's intention to:
(1) initiate substance abuse testing as described herein below;
(2) immediately suspend any personnel testing "positive" for substance abuse from servicing or operating Service Vehicles pending review pursuant to the procedure described herein below;
and (3) absent overruling on review to permanently prohibit such person from servicing or operating Service Vehicles.

- b. Institute a Comprehensive Program for Substance Abuse Testing for All Personnel Entailing Urinalysis and/or Blood Tests

1. Pre-employment testing of job applicants, independent contractors' and subcontractors' employees all as part of the pre-employment physical examination

Urine and/or blood samples will be taken as part of the pre-employment physical examination process and will be subjected to recognized testing procedures employed by duly licensed clinical laboratory technicians to determine the presence of alcohol and/or any controlled substance as that term is used in the Health and Safety Code, Section 11054, including, but not limited to, marijuana and its derivatives, opium and its derivatives, methaqualone, methamphetamine, lysergic acid diethylamide, psilocybin, or mescaline. Evidence of controlled substance presence in urine or blood of any job

EXHIBIT M

applicant shall require denial of the job application. Evidence of a blood alcohol level at the time of testing of greater than 0.04 percent shall likewise require denial of the job application. If Contractor at any time during the period of this Contract uses or contemplates usage of independent contractors' or subcontractors' employees to service or operate the Service Vehicles, the individuals who would perform such functions under such contractual arrangement shall be tested in the fashion described hereinabove and shall be prohibited from performing said functions upon testing "positive" for controlled substance use or blood alcohol concentration in excess of 0.04 percent.

2. Mandatory drug testing within three hours of a traffic accident or incident giving rise to a suspicion of substance abuse

The Provider shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees involved in a traffic accident while operating a Service Vehicle within as short a time as possible following the accident and in no event to exceed three hours thereafter.

The Provider shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees servicing or operating a Service Vehicle as to whom a report has been received from the public or from coworkers or supervisors as to involvement in a physical altercation, being verbally abusive or otherwise acting in a bizarre manner. The Provider shall make arrangements to provide for continued public transportation service prior to ordering the subject individual to report for drug testing, but shall make every effort to have the testing occur within three hours of the reported incident.

In addition to the testing required under Subsection 1.b.1 hereinabove, the testing required pursuant to this subsection shall include testing for the presence of prescription drugs and other over-the-counter medications which are known, on occasion, to cause drowsiness, impairment of judgment, and/or impairment of physical coordination and activity. This classification of substance is intended to include among other things: antihistamines, tranquilizers, painkillers, mood elevators, and psychotropics.

EXHIBIT M

All persons testing "positive" for controlled substance abuse or showing blood-alcohol concentration in excess of 0.04 percent shall be immediately suspended from servicing or operating Service Vehicles pending review pursuant to the review procedure set forth herein below. In the absence of an overruling of the suspension pursuant to the review procedure, the Provider shall permanently prohibit these individuals from servicing or operating Service Vehicles pursuant to this Scope of Work.

All persons whose tests indicate a blood-alcohol concentration greater than 0.00 percent but less than 0.04 percent or show the presence of a medication known on occasion to cause drowsiness, impairment of judgment, and/or impairment of coordination, and other physical abilities shall be immediately suspended from servicing or operating a Service Vehicle for a period of twenty-four hours. These individuals shall be given oral explanation and warning confirmed in writing and noted in the personnel file with respect to the potential safety hazard posed by the involved substance.

3. Non-discretionary, Random Substance Abuse Testing

The Provider shall identify all personnel, independent contractors', or subcontractors' employees scheduled to service or operate Service Vehicles pursuant to this Scope of Work and place their names in a data pool susceptible to truly random accessibility either physically as by placement of cards in a tumbler or by programming of an information retrieval system.

Names of individuals shall be chosen for random testing on a schedule designed to test 25 percent of the relevant personnel and affected other personnel quarterly which schedule shall be set forth in a public statement distributed quarterly to all personnel and affected other persons. In no event shall the employee have more than six hours notice prior to his or her appointment for the test.

The testing shall take place on company time at a location that does not require the person tested to expend more personal time in traveling to or from the testing site than would otherwise be expended in traveling to or from a work location.

EXHIBIT M

The testing shall be as to controlled substance abuse and/or blood-alcohol concentration as set forth in Subsection 1.b.1. Upon evidence of a blood-alcohol level in excess of 0.04 percent or of the presence of any controlled substance in any tested individual, the Provider shall immediately suspend that individual from servicing or operating a Service Vehicle pursuant to this Scope of Work.

If the finding of substance abuse is not overruled upon review, the Provider shall permanently prohibit any such individual from servicing or operating Service Vehicles pursuant to this Scope of Work.

4. Double Testing

All urine and/or blood samples taken for the testing described hereinabove which test positive shall be processed twice for each subject substance. In those cases where it is necessary to perform a second test on a urine sample, the second test shall use a different methodology to assure the validity of the results.

No disciplinary action set forth herein shall be taken unless the urine or blood tests "positive" for the subject substance in each test.

5. Notification of Suspension and Intent to Prohibit Servicing or Operating Vehicles or Performance of Function with Potential Impact upon Public Safety

The Provider shall, upon receipt of substance abuse test results warranting action hereinunder, notify the subject individual of his immediate suspension and of the Provider's intention to prohibit performance of specified duties. The Provider is not required hereby to terminate employment of the individual altogether.

c. Institute A Review Procedure

The Provider shall provide use of a meeting room and, as to the employee Board member, paid time for the convening of a drug-testing Review Board on an as-needed basis.

An individual must request a review in writing and must deliver that request to any superior within two business days of receipt of the

EXHIBIT M

notice of suspension or forfeit his right of review. The superior shall deliver the request to any Board member.

The Board shall consist of a member appointed by the Provider, an employee representative (who shall be an employee of the Provider), and a third party chosen by the other two.

The Board shall decide upon the consequences of the substance testing set forth in Subsection 1.b above within one week of receipt of the request for review.

The Board shall hold short hearings at which the individual tested shall have the opportunity to dispute the fact of substance abuse and present evidence of extenuating circumstances.

The rules of evidence need not be applied. The fact of substance abuse will be presumed from the results of the substance test. Anticipated as the factual basis for rebutting that presumption would be a contrary test result obtained by the individual voluntarily in a relevant time frame from a competent disinterested laboratory.

The Board may make ex parte inquiries to County Health officials with respect to any review proceeding.

The Board has absolute discretion to question extenuating circumstances.

The Board shall vote on whether to sustain or overrule the prohibition intended to be imposed within one week of the hearing. A two-thirds vote is required to overrule the Provider's intended work prohibition.

The decision shall be written but need not be a formal document.

1. Confidentiality

The substance test results and any material presented to the Review Board shall be maintained in a confidential file by the Provider. The confidentiality shall be of a limited nature. The files will not be available for public inspection and the information therein shall not be otherwise published. The County shall have access thereto, however. Statistics generated without specific reference to individuals may be published or made available for

public inspection; and the Provider will not refuse to honor a criminal or civil subpoena relative thereto.

2. Liability

The County shall indemnify, defend, and hold harmless the Provider, its officers, agents, and employees, from and against any and all liability, expense, including defense costs and legal fees, and claims for damages arising from the institution of legal proceedings challenging the right of the Provider to subject its employees to mandatory random drug and alcohol abuse testing, or to require its subcontractors to do the same.

**LOS ANGELES COUNTY MANDATORY
CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM
QUARTERLY REPORT**

Provider:

Reporting Period:

Agreement/Contract No.

Project:

A requirement of the subject Agreement or Scope of Work is the mandatory quarterly drug testing program. Please complete and submit one of these forms no later than 15 days after the end of each quarter.

FAX to: (626) 979-5313

I. <u>RANDOM TESTING</u>	<u>DRIVERS</u>	<u>MECH.</u>	<u>OTHER</u>	<u>TOTAL</u>
a. Number of drivers and mechanics assigned to project this quarter.	_____	_____	_____	_____.
b. Number of random test (25% minimum)	_____	_____	_____	_____.
c. Number of positive tests results	_____	_____	_____	_____.
d. Number of positive second tests	_____	_____	_____	_____.
e. Action taken due to second positive tests	_____			_____.
II. <u>PRE-EMPLOYMENT TESTING</u>				
a. Number of potential employees tested	_____	_____	_____	_____.
b. Number of positive tests results	_____	_____	_____	_____.
c. Action taken on positive tests	_____			_____.
III. <u>INCIDENT-RELATED TESTING</u>				
a. Number of employees tested	_____	_____	_____	_____.
b. Number of positive tests results	_____	_____	_____	_____.
c. Number of positive second tests	_____	_____	_____	_____.
d. Action taken due to second positive tests	_____			_____.

Prepared By

Date

TRANSIT SECURITY PLAN

(To be provided by the Contractor)



Southland Transit Inc.

*Setting the Standard for Community
Transit in Southern California*

Southland Transit, Inc.

Presents the following proposal for the operation of

Los Angeles County DPW

Sunshine (South Whittier) Shuttle Service

(2013-PA027)

Southland Transit, Inc.

3650 Rockwell Avenue

El Monte, California 91731

Scott Transue, Vice President/COO

Phone: 626.258.1387 • Fax: 626.258.1329

SOUTHLAND TRANSIT INC.

3650 ROCKWELL AVENUE, EL MONTE, CALIFORNIA 91731

626.258.1310 • FAX 626.258.1329 • INFO@SOUTHLANDTRANSIT.COM



*Setting the Standard for Community
Transit in Southern California*

Table of Contents

Title Page.....	
Table of Contents.....	
Letter of Transmittal.....	5
4. Support Documents for Corporations and Limited.....	6
A. Corporations	6
5. Experience	6
Background	6
Project Profiles	7
Southland Transit – Case Studies.....	8
Demand Response Service (Dial-A-Ride)	8
Fixed Route Transit.....	9
Southland Transit - Areas of Expertise.....	10
Dispatch Center Operations.....	11
Technical Competence of Proposed Staff	12
Staffing Plan	12
Project Manager	12
Director of Safety & Training	12
Project Safety Official.....	13
Maintenance Manager	13
Project Organization Chart.....	14
Southland Transit Personnel.....	14
Corporate Team.....	15
Corporate Organization Chart.....	17
Project Manager Resume - Michelle Buie	18
Vice President/COO Resume - Scott Transue	19
Maintenance Manager Resume - Wayne Seale	20
Director of Safety & Training Resume - Joleen Judd.....	21
Dispatch Center Manager Resume - Ann Yin.....	22
Labor Code 1070 - 1074	23
6. Work Plan.....	23
Project Understanding	23
Staff Retention	24
Wages	24
Benefits Program	24
Injury Illness Prevention Program	26
Risk Management.....	26

SOUTHLAND TRANSIT INC.

3650 ROCKWELL AVENUE, EL MONTE, CALIFORNIA 91731
626.258.1310 • FAX 626.258.1329 • INFO@SOUTHLANDTRANSIT.COM



Lunch and Break Handling Procedures	26
Documentation and Maintenance of Project Records.....	27
Operator Recruitment, Hiring, Training, and Evaluation	28
Operator Recruitment.....	28
New Hire Operators	29
Operator Selection	29
Driver Training	30
Behind-the-Wheel Training	32
Refresher Training	33
Evaluation.....	33
Passenger Disturbances & On-Board Security	33
Operator Appearance	35
Operator Responsibilities	35
Removal of Vehicle Operator	35
Customer Service and Dispatch	37
Dispatch/Customer Service Training.....	37
Safety Program	39
No Smoking Policy	40
Fare Revenue & Fare Security	40
Service Records and Reporting	40
Data Collection & Reporting.....	41
National Transit Database (NTD).....	42
Responsibilities of the Contractor.....	42
Removal of Debris	42
Funding.....	43
Non-Conflict with Local, State, and Federal Laws	43
Permits/Licenses/Certifications	43
Utilities	43
Liquidated Damages	43
Complaint Response	44
Operation during a Declared Emergency	44
On-Street Supervision	44
Drug & Alcohol Abuse Policy	46
Response to Vehicle Breakdowns	46
Revenue Vehicle Towing	47
Maintenance Program	47
Spare Parts/Fluids Specifications and Requirements	47
Revenue Vehicle Damage.....	47
Driver Daily Condition Inspection (Daily Pre-Trip).....	48
Warranty Work	48
Revenue Vehicle Service Condition.....	49
Applicable Vehicle Codes and Regulations	49
Revenue Vehicle Appearance & Cleaning	49
Fumes and Graffiti.....	50
Daily Vehicle Inspection and Servicing	51
Wheelchair Lifts and Ramps.....	51
Preventive Maintenance Program.....	51
Preventive Maintenance Inspection - A.....	52
Preventive Maintenance Inspection - Brakes	52



Preventive Maintenance Inspection - Engine	53
Preventive Maintenance Inspection - Transmission	53
Preventive Maintenance Inspection - Cooling System.....	53
Preventive Maintenance Inspection - Electrical System	53
Preventive Maintenance Inspection - Air Conditioning System.....	53
Preventive Maintenance Inspection - Wheelchair Lift Equipment	54
Preventive Maintenance Inspection - Steam Cleaning	54
Service Vehicle Maintenance Record Keeping	54
Maintenance and Accident Reporting	55
Staffing Plan/Maintenance Plan Staffing Plan.....	57
Project & Data Manager	57
Director of Safety & Training/Project Safety Official	57
Maintenance Manager.....	57
Road Supervisors.....	57
Dispatchers	58
Maintenance Personnel.....	58
Vehicle Operators.....	58
Staff Percentage Breakdown	59
Communications Equipment.....	59
Telephone Service.....	59
Voice & Data Radios/Radio Frequencies.....	59
Internet Access, E-Mail.....	60
Business Contact Telephone Number	60
24-Hour Contact.....	61
Dispatching	61
Dispatch Technology.....	61
Vehicle Storage, Maintenance, and Fueling Facilities.....	62
ADA Compliance	64
California Highway Patrol (CHP) Annual Inspections.....	64
Transit Security Plan	64
7. Quality Assurance	65
8. Subcontractors	65
9. Equipment/Proposer-Provided Service Vehicles	66
Transit Vehicles	66
Contractor-Provided Service Vehicles.....	66
Support Vehicles.....	66
Supplemental Service Vehicles.....	66
General terms for Transit Vehicles.....	66
Rates and Compensation.....	67
County Service Vehicles	67
Contractor Service Vehicles.....	67
Pass-Through Costs	67
10. Financial Resources.....	68
Financial Information.....	68



11. Licenses and Certifications 68

12. Insurance 68

13. Record Keeping 69

14. Forms List 69

15. Subcontractors' Forms List 69

16. Living Wage Ordinance - Application for Exemption 69

17. Additional information 69

LA County Required PW and LW Forms

EXHIBITS

- Exhibit 1 STATE OF CALIFORNIA CERTIFICATE OF GOOD STANDING
- Exhibit 2 VEHICLE OPERATOR & CUSTOMER SERVICE HANDBOOK
- Exhibit 3 INJURY ILLNESS PREVENTION PROGRAM
- Exhibit 4 SAFETY AND TRAINING PROGRAM
- Exhibit 5 DRUG AND ALCOHOL ABUSE PROGRAM
- Exhibit 6 . SAFETY SECURITY AND EMERGENCY PREPAREDNESS PLAN (SSEPP)
- Exhibit 7 MONTHLY REPORT SAMPLE
- Exhibit 8 CALIFORNIA HIGHWAY PATROL INSPECTIONS



September 25, 2013

Eric Fong
Administrative Services Division – 9th Floor
LA County Department of Public Works
900 South Fremont Avenue
Alhambra, CA 91803

SUBJECT: Proposal for Operation of the Sunshine (South Whittier) Shuttle Service (2013-PA027)

Dear Mr. Fong:

We at Southland Transit present the attached proposal with a clear understanding, and full commitment to exceeding, the requirements of this request for proposals. Southland has become a leader in providing community based shuttle services and we would bring all of that experience to the task of providing exceptional service to the County of Los Angeles and especially to the passengers who will continue to use the Sunshine Shuttle Service. Our company has been operating several projects for Los Angeles County Public Works Department, we very familiar with the requirements LACPWD. We look forward to continuing our relationship with the Department of Public Works.

- We have a superior track record for providing community based fixed route service in Southern California.
- We have operated the Sunshine Service before and are very familiar with it.
- Our Facility is equipped to handle Propane vehicles with a dedicated Propane Fueling Station and we also have an agreement with the City of El Monte to fuel our CNG buses just down the street.
- Our high vehicle maintenance standards, and experience with propane, will provide enhanced appearance and reliability for your transit fleet.
- Our company has established a strong corporate support network for its operations in Los Angeles County. This means that your Project Manager would have additional resources available anytime they were needed.
- We have a facility in close proximity to the service area from which we can provide rapid response in the case of any potential service interruption.

If there are any questions regarding this proposal please feel free to contact me:

Scott Transue, Vice President/COO
Southland Transit, Inc.
3650 Rockwell Avenue
El Monte CA 91731

Ph: 626.258.1310 - Fax: 626.258.1329

Email: stransue@southlandtransit.com

I hereby certify that I am authorized to bind the company to this proposal. We have carefully reviewed the RFP, and in submitting this proposal we commit to meeting all of the requirements outlined in those documents. This proposal will be valid for a minimum of two hundred and seventy (270) days following submission.

Sincerely,

Scott Transue
Vice President/COO



4. Support Documents for Corporations and Limited

a. Corporations

Southland Transit, Inc. is providing a copy of our corporation's "Certificate of Good Standing" with the State of California and the most recent "Statement by Domestic Stock Corporation" as filed with the California Secretary of State. Since our most recent Statement has only the "No change in information" box checked, we are also submitting the most recent Statement, which includes a list of corporate officers. Please refer to Exhibit 1.

5. Experience Background

This proposal is being provided by Southland Transit, Inc. as the prime contractor. Southland was founded in 2001 and has rapidly built a reputation as one of California's most effective transit companies operating numerous demand response services and fixed-route services.

These operations are provided under contract with the County of Los Angeles

Department of Public Works, Riverside Transit Agency, Los Angeles County cities, two Regional Centers for the developmentally disabled, and Access Services, Inc. the Consolidated Transportation Services Agency (CTSA) for Los Angeles County.



Southland Transit's predecessor sister company, San Gabriel Transit, Inc. (SGT), was one of the first companies to provide public paratransit services in Southern California. SGT has built a strong reputation by effectively operating some of the most difficult demand response operations in the industry. The Los Angeles ASI countywide ADA



Sunshine Shuttle **Sunshine (South Whittier) Shuttle Service Proposal**

service contracts the company operates have consistently been the best performing segment of the Access Service network. The company had also performed well on multiple fixed-route and dial-a-ride engagements prior to transferring those services to Southland Transit upon its formation in 2001.

Southland is a California corporation whose chief executives are Timmy Mardirossian and Scott Transue. As President, Mr. Mardirossian provides strategic direction to all of the company's operations. As Vice President and Chief Operating Officer, Scott Transue directs all of Southland's operations including all of our municipal and public transit contracts.

Our commitment as a company is to treat every project in a unique manner that addresses the particular needs of the project. We thus emphasize availability to our clients, and a cooperative effort in addressing the clients' concerns and issues. As the corporate offices are located in Southern California, our clients have unparalleled access to not only project staff but also to corporate personnel.

Project Profiles

	Dispatch System	Annual Revenue		Vehicles		
		Miles	Hours	Number	Capacity	Fuel
LA County EL SOL Shuttle Service	Fixed Route	276,066	34,272	9	29	Propane
Access Services, Customer Service Functions	N/A	N/A	18,000 CALLS PER MONTH	N/A	N/A	N/A
South Whittier Shuttle	Fixed Route	106,137	7,981	2	29	Propane
Avocado Heights / Valinda	Fixed Route	36,533	3,991	1	16	Gasoline
Whittier Dial-A-Ride	Trapeze	219,467	15,298	10	4	Gas & Propane
East LA Dial-A-Ride	Trapeze	113,974	11,077	8	4	Gasoline
Metro Fixed Route	Fixed Route	2,037,564	143,020	40	24,154	CNG
El Monte Trolley	Fixed Route	207,938	19,067	8	25	Diesel
Alhambra Fixed Route	Fixed Route	176,432	16,609	9	32	CNG
West Covina Fixed Route	Fixed Route	163,791	11,468	6	22	CNG/Propane
Rosemead Fixed Route	Fixed Route	81,554	6,024	3	22	Propane
La Puente Fixed Route	Fixed Route	12,134	8,418	3	2,021	Gas & Diesel
RTA Dial-A-Ride	Trapeze	3,409,982	170,417	90	83 - 12/3 14 - 4/2	Gasoline
North LA Regional Center	Manifest	459,000	31,900	26	18	Gasoline



	Dispatch System	Annual Revenue		Vehicles		
		Miles	Hours	Number	Capacity	Fuel
Kern Regional Center	Manifest	476,000	4,400	3	18	Gasoline
ASI ADA Paratransit	5M/DDS	357,500	24,900	15	18	Gasoline
Arcadia Dial-A-Ride	Trapeze	234,926	25,246	18	18	Gasoline
Alhambra Dial-A-Ride	Trapeze	128,181	14,312	9	8	Gasoline
Glendale Dial-A-Ride	Trapeze	123,000	11,490	6	14	Gasoline
Pico Rivera Dial-A-Ride	Trapeze	114,559	10,462	5	15	Gasoline
West Covina Dial-A-Ride	Trapeze	93,788	7,466	8	5 - 9 3 - 3/1	Propane & Gas
El Monte Dial-A-Ride	Trapeze	86,554	8,514	6	5	Gasoline
Rosemead Dial-A-Ride	Trapeze	61,661	5,954	4	16	Propane
La Puente Dial-A-Ride	Trapeze	43,902	1,998	1	8	Diesel
Care Fusion Emp. Shuttle	Fixed Route	49,000	2,800	1	20	Gasoline
SAIC Employee Shuttle	Fixed Route	26,940	3,960	2	19	Diesel
Qualcomm Shuttle	Fixed Route	450	180	1	18	Diesel
La Puente Dial-A-Ride	Trapeze	43,902	1,998	1	8	Diesel

Southland Transit – Case Studies

Commitment to Client Partnership

At Southland Transit we firmly believe that each service we provide is unique. An essential element of our operation is developing a partnership with each client to make certain the individual service meets the particular needs of our passengers. In order to provide this for our customers we have developed some unique approaches that have yielded truly beneficial results. The following are some examples of what our company has accomplished by working in partnership with our clients.

Demand Response Service (Dial-A-Ride)

In our **Alhambra Senior Ride** service we improved system productivity by over 38% since taking over the service in 1998. This represents hundreds of thousands of dollars in annual savings from the old productivity level. These productivity gains were delivered while improving on-time performance from the low 90% level to 98%.

Again, in **Arcadia** we improved service from the contractually required 5.2 passengers per hour (PPH) to levels at times over 6.0 in one of Southern California's busiest General Public Dial-a-Ride operations providing over 190,000 rides per year, with a no denial policy in place. This productivity gain was achieved while delivering an equally



impressive improvement in on-time performance, which now stands at over 96%. We implemented service for **Access Services** on the ADA system for the **Antelope Valley** using computerized software. As a result of our implementation the agency has accurate GIS map information on the qualification of riders. December 2011 on-time performance is at 96%.

In addition to the above we have converted another ten city and county dial-a-ride operations with positive results for both productivity and on-time performance.

These are just the highlights with a particular focus on Senior and ADA operations, which we hope will give some exposure to the level of cooperative effort between our company and its customers.

Fixed Route Transit

We have provided service on fixed route contracts throughout Southern California. In every case we have improved on time performance through a commitment to maintenance and by working with the clients to ensure that the time points on the route was reflective of the traffic realities of the communities involved. We have been the operator of **Metro's Division 95** for the past six years. We are just one year into our second five year contract. We started the first fixed-route service for the **City of Baldwin Park** in 1997. In Alhambra, El Monte and West Covina we took over the operations from large national companies and were immediately able to deliver significantly improved services.

We have been the only operator of **Baldwin Park Transit**. Since its inception we have done all of the route scheduling and much of the route planning for this system that has grown from four small cutaway buses to six 32 foot, two-door transit buses. We are especially proud of the fact that because of effective route design this system serves a city of over 75,000 people with only two dial-a-ride vans. The fixed-routes serve the City's senior services so well that many of the dial-a-ride eligible riders prefer to use the fixed route system.

We took over operation of the **Alhambra Community Transit** fixed-route system in 1998 after the prior contractor was replaced. Ridership has increased every year we have operated the system due to the working partnership we have with City staff.

Cooperative marketing efforts have included the summer fun pass system, rider newsletters, and an active customer service survey program. Essential to growth and development of this system has been our improvements in maintenance of the CNG fleet and our work to change the schedules to reflect changes in traffic flow and thereby make schedule adherence consistent. These two factors have made the service more reliable for the riders, an essential element in encouraging its use.

We took over the **West Covina Go-West** system in 2001. As part of the new contract a third route was to be established serving the southern part of the city. Our staff did all the planning for this route and provided several options to the City for the timing of the route to match peak demands. This route now outperforms the two routes that predated it. We also improved the overall image of the system with the introduction of alternative fueled MST type transit buses.



Southland Transit – Areas of Expertise

Southland currently provides fixed-route service, ADA complementary service, rail connection services, general public dial-a-ride services, elderly/disabled dial-a-ride services and services for developmentally disabled adults attending programs sponsored by our Regional Center clients. We have also provided route deviation services and medical courtesy transportation.

As such the company has a high level of expertise in each of the following key areas: **Deployment of high technology scheduling and dispatch systems**, including global positioning and wireless communication with on-board computers to enhance productivity and service reliability in dial-a-ride and flex-route service. We are an expert in the use of both automated paratransit dispatching and high-tech taxi dispatching systems. Our capabilities include the deployment of on-board computers to continually track the performance of drivers. We believe that we have the finest record for effective paratransit dispatching in the state.

Fixed Route Transit

- We provide service on numerous fixed-route contracts. We have been successful on small projects and large. We fully understand that the smaller projects can, often, require more attention than the large projects. That the skills and experience required to manage a small project may be more demanding than a large project.

Vehicle Maintenance

- Our vehicle maintenance performance compares to any transit management company, regardless of size. In particular we have taken on the challenge of the growing use of alternate fuels and established successful programs with both propane and compressed natural gas. Our record of performance on California Highway Patrol (CHP) inspections and third party maintenance inspections has been exemplary.

Safety and Training

- Our community transit operations have established an exemplary safety record that has allowed us to maintain cost effective insurance coverage for our clients.

Deployment of High Technology Dispatching

- This technology consists of global positioning and wireless communication with on-board computers to enhance productivity and service reliability in dial-a-ride and flex-route service. We are expert in the use of both automated paratransit dispatching and high-tech taxi dispatching systems. Our capabilities include the deployment of on-board computers to continually track the performance of operators. We believe that we have the finest record for effective paratransit dispatching in the State.



Regulatory Compliance

- We developed an advanced payroll tracking system that allows us to ensure we pay our people in accordance with California law and to provide visibility of payroll costs throughout the organization. We regularly train managers on managing in compliance with State and Federal law. We provide each manager and lead person with a specifically designed manager's guide that assists them in maintaining a fair, satisfied, and disciplined workplace.

Dispatch Center Operations

Southland Transit, Inc. has become a recognized leader in providing call center operations. From our El Monte Facility we handle the call centers for the cities of Pico Rivera, El Monte, La Puente, Arcadia, Alhambra, West Covina, Baldwin Park, Rosemead, and other various Dial-A-Ride Projects with the city County of Los Angeles.



We also handle the customer service functions for the large ADA Provider within all of Los Angeles County known as Access Services. In this function we take calls regarding, address lookups, general information needed, applications, and TAP Cards.



By having a dedicated Dispatch Center Manager and operation we have been able to streamline and provide highly efficient services to our cities we are under contract with.

All office staff is required to be trained on properly dealing with the Elderly and Persons with Disabilities before they can start taking calls. Please see Exhibit 2 which contains a copy of our Customer Service Handbook.



Technical Competence of Proposed Staff

Staffing Plan

We are well aware of the resources necessary to be successful on this project. Our proposed Project Manager is Michelle Buie. As project manager, Michelle will be fully responsible for the service and particularly for managing the performance of project staff, including:

- **Maintenance Manager.** Michelle will work cooperatively with Wayne Seale to ensure that proper maintenance is completed and that vehicles are fueled, cleaned, ready for service;
- **Safety/Training Manager.** Michelle will coordinate with Joleen Judd to ensure that the vehicle operator team is fully staff with qualified personnel. Joleen also conducts monthly safety meetings and assigns behind-the-wheel trainers when required;
- **Road Supervisors.** We have a team of Road Supervisors that are based at the El Monte Operations Center. The team will help support operators assigned to the County project.

Project Manager

Michelle Buie, Project Manager. Michelle has proven herself in managing effective community transit service, providing support to governmental clients and recruiting and training safe reliable operators. She works closely with client staff, scheduling, dispatch personnel, and operators to ensure on-time performance. She assists in the training of operators on system policies and ensures effective route familiarization to ensure schedule integrity and a positive community image. She consistently provides timely, accurate operational reports to his clients, including National Transit Database (NTD) data that often exceeds funding agency standards.

Sophorn will also oversee the preparation of operational reports and other County required information. We believe that her most important task is to set the leadership tone that will ensure the operators assigned to this project are motivated to provide high quality, safe service to all passengers.

Finally, Michelle will work closely with County staff to ensure that the County's interests are best served and their concerns are addressed. Michelle is on site during normal business hours, and is available by cell phone at all times.

Director of Safety & Training

We are pleased to have **Joleen Judd** serve as our Safety and Training Manager for this project. Joleen is a TSI Certified transit instructor. She maintains his office at our El Monte Operations



Center and supervises the efforts of the company's five (5) other certified instructors and the team of Road Supervisors assigned to the El Monte facility.

The staff and personnel on a project are a key component of the success and quality of that operation. At Southland Transit we keep that as a key focus, in the hiring and training process, as well as throughout an employee's tenure with the company. At the core of our Safety and Training program is our philosophy of the value system of Southland Transit. We believe that the safety of our employees and our passengers is one of the most important elements of our operations. Given that attitude, the skill set and experience of our Safety and Training Manager becomes a vital component in our ability to be successful.

Project Safety Official

Joleen Judd will also serve as our designated Project Safety Official.

The costs for the same Director of Safety & Training/Project Safety Official is shown on Form LW8 under the General & Administrative Costs.

Maintenance Manager

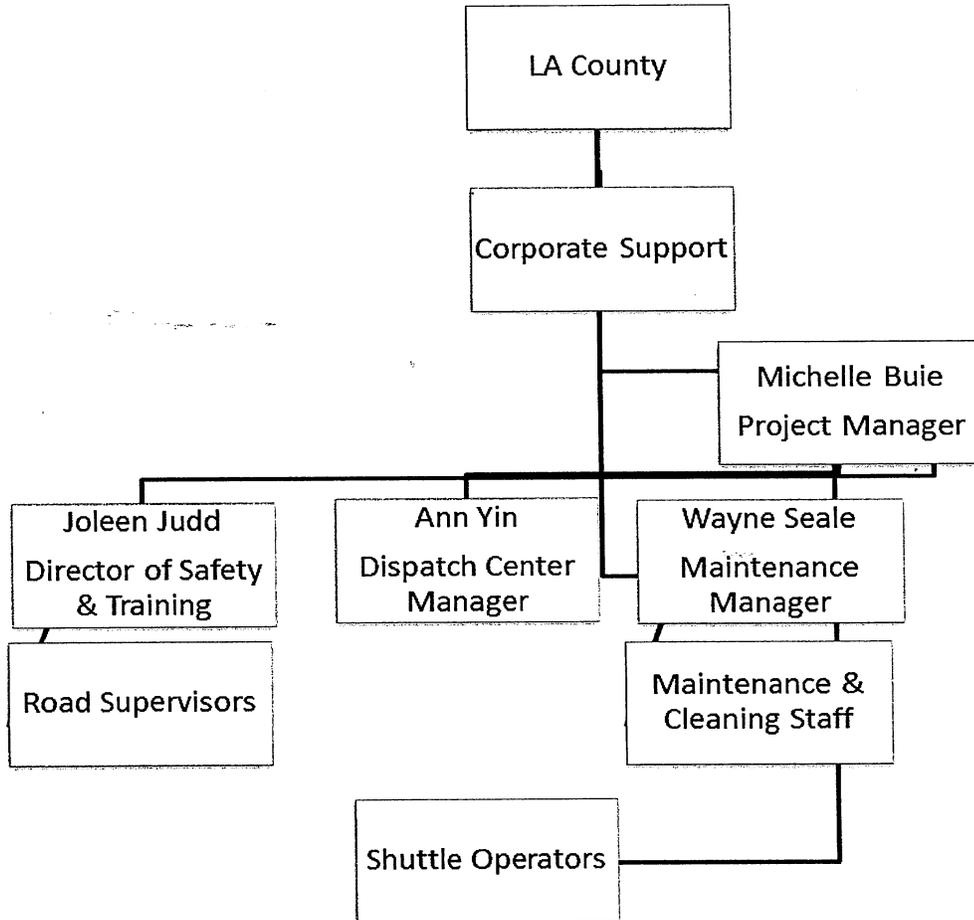
Wayne Seale has been our El Monte facility Maintenance Manager since the formation of the company in 2001. He has worked extensively in highly regulated environments under contract with transit agencies. Wayne is ready, willing and able to apply his considerable experience to this project for the County of Los Angeles.

The costs for the Maintenance Manager is shown on Form LW8 under the General & Administrative Costs.

Our Maintenance Department maintains the one hundred and twenty (125) revenue vehicles that operate from our El Monte facility plus the additional twenty five (25) vehicles out of our East LA Hooper Street Facility. A vehicle to mechanic ratio of 13 to 1 is carefully monitored so that we can provide a reliable fleet.



Project Organization Chart



Southland Transit Personnel

Because Southland Transit is California owned and operated, the highest levels of management and their expertise are directly available to our clients and project managers. The Vice President regularly visits every project facility. Every member of a project staff has available to them the immediate expertise and assistance of corporate managers with the experience to ensure that the best decision is made in every instance.

Southland Transit certifies that we will be solely responsible for the satisfactory work performance of all our employees as described within this RFP or any reasonable performance standard established by the County. Southland Transit represents that we will be solely



responsible for payment of all our employees' wages and benefits and subcontractors' costs. Without any additional expense to the County, Southland Transit will comply with the requirements of employee liability, worker's compensation, employment insurance, and Social Security. Southland Transit will hold harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of our personnel practices.

Corporate Team

Timmy Mardirossian, President

Timmy brings to his position a vast knowledge of transportation in southern California. Beginning in 1979, he has built companies that provide a variety of transportation services, including reliable "black car" service, taxi service, airport van service, municipal dial-a-ride service, fixed route services and, most importantly for this engagement, our corporate team at Southland Transit. Timmy is fully engaged in the company's performance from the smallest to the largest projects.

Scott Transue, Vice President/COO

Scott brings to this position a wide variety of transportation experience including performing planning and management functions over Fixed-Route, ADA Paratransit, Dial-a-Ride projects for senior and persons with disabilities. Scott has also written as a consulting project a specialized paratransit service plan for Seniors and Persons with Disabilities for the County of San Diego. The Dial-a-Ride projects that he has managed have grown to be so successful, that they ended up turning into local flex-routes which reduced costs for the agency. Scott's record of service implementation includes a variety of projects.

Wayne Seale, Maintenance Manager

Wayne's offices are in El Monte where he maintains a 24-hour a day maintenance operation and back up parts inventory for each of our facilities. He is an automotive Master Technician. He has installed and is responsible for maintenance of our proprietary maintenance software. The system provides comprehensive reports on all maintenance performed on equipment at the facility. We are very fortunate to have such an experienced Maintenance Professional on our staff that is extremely knowledgeable and will be a huge asset to this County Project.

Anne Yin, Manager, Dispatch Center Services

Southland Transit maintains a centralized sophisticated call center operation out of our El Monte location. From this location Ann Perkins Yin manages all of our dispatching and reservations for our clients within the San Gabriel Valley and greater Los Angeles area. We are very fortunate to have a dedicated manager like Anne to head all of our call center operations which provides a higher level of service and greater efficiency to our clients.

Debbie Stein, Manager, Human Resources

Debbie oversees all aspects of Human Resources and compliance issues. She administers our health insurance program and has training wage and hour law. Debbie is available to all managers or supervisors when addressing performance issues benefit questions, wage compliance, or other areas of concern.

Carrie Shirley, Risk Management

Carrie is responsible for ensuring that driver accident reports for vehicles operated by Southland Transit are complete and accurate prior to submission to the insurance carrier and/or client as



needed. She actively monitors cases through the process to ensure that issues are dealt with in a timely fashion.

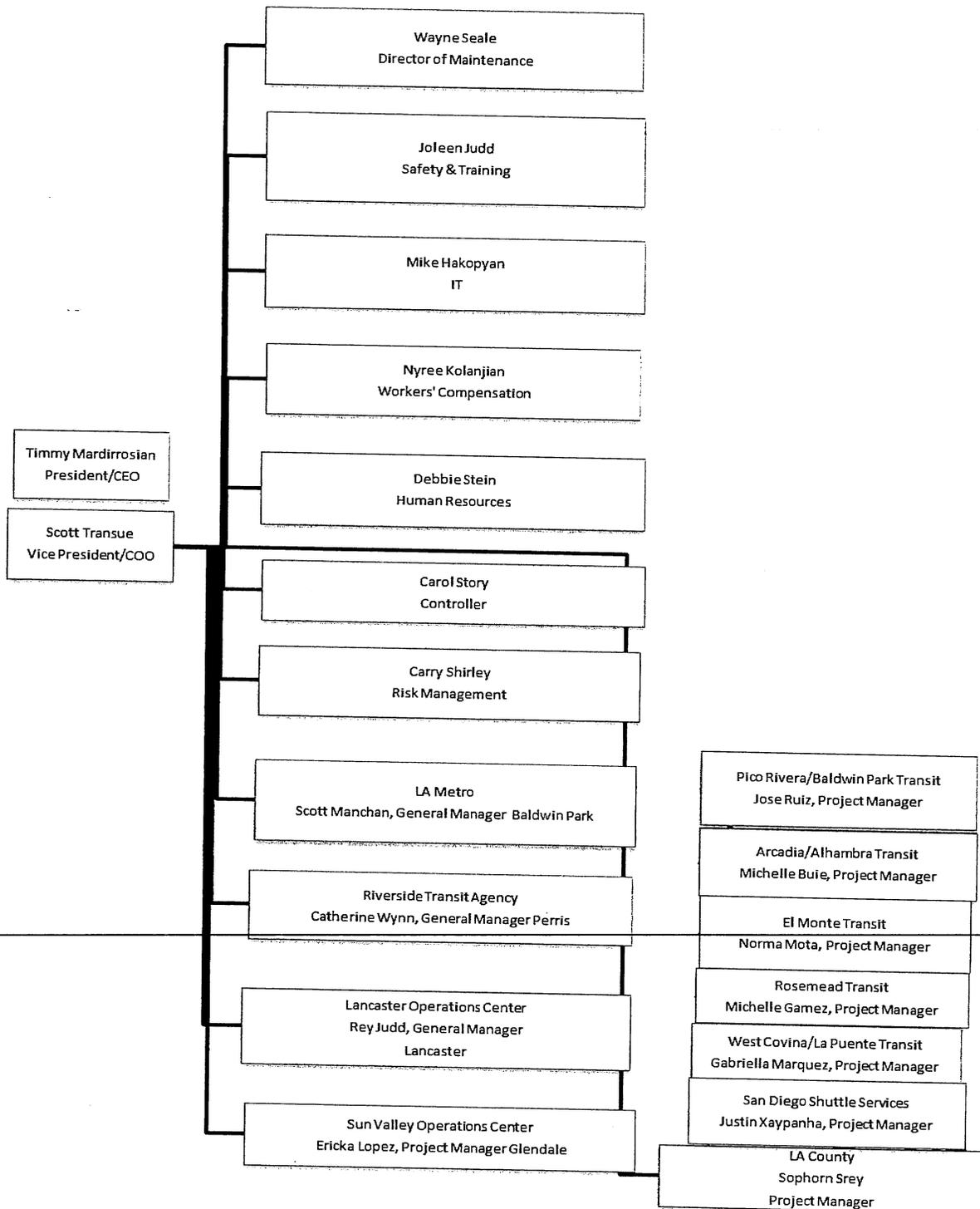
Nyree Kolanjian, Workers' Compensation

In a company the size of Southland Transit managing workers' compensation claims and processes can mean the difference between success and failure. Nyree's role at our company is to provide on-site training to managers and supervisors on Workers' Compensation as well as disseminate written material and notification of upcoming seminars on the subject. She processes and forwards all new injury claims to appropriate insurance company and then reviews and monitors all open claims on a regular basis, scheduling claims reviews with each insurance company.

Mike Hakopyan, Network / Computer / Software Support

Mike is a dedicated and highly energetic person who thrives in pressure situations and can be counted on when the going gets tough. He is skilled in Network Administration, File Servers, Database Servers, Workstations and other related systems. He takes pride in providing creative direction and out of the box thinking. If there is one characteristic that is appreciated at Southland above others is Mike's can do attitude. He will be available on an as needed basis.

Corporate Organization Chart





Michelle Buie**Project Manager**

FIXED ROUTE SHUTTLE MANAGER with proven success in both senior/disabled and general public operations under contract with municipalities in the San Gabriel Valley.

Professional Experience**Southland Transit, Inc.****2001 to Present****Project Manager, Alhambra and Rosemead Transit****2008 – Present**

Direct the day to day operations to include supervising Dispatchers, Reservationists, Road Supervisors and Drivers. Oversee projects to include 2 Dial-A-Ride service (25 vehicles at peak service), 2 fixed route services (22 vehicles at peak service). Control OTP (on time performance) by ensuring dispatchers and reservationists are scheduling efficient trips and share rides. Create monthly reports for billing purposes. Handle customer complaints as needed. Oversee the scheduling of all employees.

Assistant Manager, Arcadia & Monrovia Transit Systems**2005 to 2008**

Handle operational and management responsibility for the company's contracts for general public dial-a-ride service with the cities of Arcadia and Monrovia. Was involved with all phases of contract/service management including driver recruitment, operational reporting, general maintenance supervision, accident/incident investigation, and quality assurance. Worked closely with City staff to resolve any questions or issues involving the services.

Customer Service Team Leader, Arcadia Transit**2002 to 2005**

Started as evening dispatcher on the Arcadia Transit service which at the time included a very large number of school returns, making this the most difficult dispatch shift on the service. Progressed to principal dispatcher for this project which included all of the driver scheduling and service schedule preparation for the service. Also have principal responsibility for handling concerns and/or complaints from our passengers. Played a major part in making this general public dial-a-ride one of the most productive systems in Los Angeles County.

Customer Service Representative, Arcadia Transit**2001 to 2002**

Started as a reservationist taking reservations on the Company's busiest general public dial-a-ride system. Began functioning as an assistant team leader within the first six months of starting the job. The assistant team leaders are fully qualified reservationists who learn to provide dispatch coverage during scheduled dispatcher breaks.

EDUCATION AND TRAINING

- Drug & Alcohol Awareness
- STI Basic Supervision Course
- Trapeze Dispatch Software Training
- Sexual Harassment Prevention Workshop
- MTA NTD Reporting Workshop



Scott Transue

Vice President/COO

Scott has proven success in managing effective transit systems for public agencies. He has significant experience with all phases of transit and paratransit operations management including route/service planning, service marketing, employee/labor relations, safety/training programs, and budgeting.

PROFESSIONAL EXPERIENCE

Southland Transit, Inc. El Monte – Vice President/COO March 2012 to Present

Responsible for all transit contracts and operations of the company and business development activities; Provides support and collaborates with senior management staff to design successful operations; Ensures that operational resources are identified and obtained to realistically perform services at proposed levels and measures; With the support of Southland’s Director of Operations provides guidance, training and support for eleven Project Managers located at five locations throughout southern California.

Specialized Transportation Consulting, San Diego, CA – Principal 2011 – 2012

Provide specialized transportation consulting to clients that which included Grant Writing, Research Analysis, writing of a Service Plan for Seniors and Persons with Disabilities, third party contract specific audits

North County Transit District (NCTD), Oceanside, CA – Mgr. Ser. Quality & Accessibility 2010 – 2011

Responsible for the agency’s ADA Paratransit services, ADA compliance upon its Fixed-Route services, Rail, and Facilities, responsible for budgeting, Title VI, ADA and Senior and Disabled Services meetings, and community outreach.

San Diego Metropolitan Transit System (MTS), San Diego, CA – ADA Manager 2002 – 2010

Responsible for operations and planning of various Fixed-Route, Dial-a-Ride, ADA Paratransit, Contract Management, Senior and Disabled Services meetings and outreach.

San Diego Regional Center, San Diego, CA – Transportation Coordinator 2000 - 2002

Responsible for coordinating all aspects of transportation for persons with disabilities to include contract management and vendor oversight, complaint handling, routing and scheduling, and interacting with case workers, families, and persons with disabilities.

Speaking Engagements

CALACT/National ADA Roundtable Conferences

- Effective Transit Fare Policies, Paratransit Efficiencies, CALTRANS Civil Rights/LEP Guidelines & Third Party Contracting Workshop; Effective Late Cancellation and No-Show Policies, FTA Compliance & Triennial Reviews

EDUCATION

- San Diego State University San Diego, CA – BA Program 2002
- Pepperdine University, Malibu, CA – Transit Management Program 2002
- Managing the Costs of ADA Paratransit Seminar - National Transit Institute
- Understanding ADA Seminar - National Transit Institute
- FTA Civil Rights Seminar – Federal Transit Administration



Wayne Seale

Director of Maintenance

A FLEET MAINTENANCE MANAGER with proven success in managing effective maintenance of passenger transportation vehicles operated under contract with municipalities and public transit agencies. Significant experience with all facets of establishing an effective preventive maintenance system, planning for the maintenance of alternate fueled vehicles and maintaining publicly owned vehicles operated by our company.

PROFESSIONAL EXPERIENCE

Southland Transit, Inc., El Monte, California – Director of Maintenance 1989 to Present

Starting as a Shop Manager Mr. Seale has progressed to the current position with full responsibility for maintenance of over 300 vehicles providing service on 18 separate transit or paratransit contracts; Manages foremen and lead mechanics in eight facilities throughout southern California; has been responsible for the equipment and maintenance start-up functions of seven service implementation projects over the past eight years; has established highly effective programs for the maintenance of wireless data technology in company owned shops to ensure the reliability of core communications technologies. Some of the high points of his career at Southland include:

- Created and implemented an excellent alternate fuel vehicle maintenance program;
- Established ASE certification programs for technicians, including incentive programs for newly certified personnel; and,
- Worked closely with Access Services, Inc. to become the model maintenance operation in the ASI network.

Autospec, Bellflower, CA – Proprietor 1983 to 1989

- Owner of a specialty automotive business which provided restoration and rebuilding services for classic, collector and special interest vehicles; Provided full restoration services including mechanical retrofitting as well as body and painting services. Developed a high level of expertise in specialized high performance suspension systems.

Fiat Motors of North America – Technical Parts Analyst 1974 to 1983

- Researched problems with serviceability of OEM parts; Implemented identification procedures to correct and maintain accountability of parts defects; Generated technical bulletins to advise dealers of parts problems; Assisted field representatives with part related problems.

EDUCATION AND CERTIFICATIONS

- ASE Certification - Compressed Natural Gas Technology
- R134/Macs AC Certification
- Ford and Fiat Factory Certification in Diagnostics
- Harbor Community College – Associates of Arts degree



Joleen Judd

Director of Safety and Training

SAFETY AND TRAINING PROFESSIONAL with significant experience in providing contracted transportation service, including fixed route, dial-a-ride and ADA paratransit service. Experienced with project reporting, both customer required reports and NTD reporting. Significant experience working with staff at social service agencies to insure responsiveness of the services provided.

PROFESSIONAL EXPERIENCE

Southland Transit, Inc. El Monte, CA Director of Safety & Training 6-2012 to Present
Glendale Dial-A-Ride Operates in the City of Glendale, CA, La Canada ~ Flintridge, and La Crescenta Montrose. Manage dispatch, maintenance and field operations departments. Prepare and maintain a level of required reporting procedures for the client including NTD reports for Metro.

Project Manager Lancaster & Glendale Dial-a-Ride Project Manager 2-2010 to 6-2012
Overall responsibility for the operation of three projects, encompassing ADA service for Access Services and transportation of developmentally disabled passengers attending programs sponsored by the North Los Angeles County and Kern Regional Centers.

G.A. Osborne Pipe & Supply Accounting Coordinator 2006 to 2009
After a year and a half as a stay at home mother, re-entered the workforce performing daily accounts payable and receivable duties, daily ledger updates, collection calls and letters, cashiering, account management, vender relations, data entry, customer service and special projects as required.

Veolia Transportation, Transportation Supervisor 1998 to 2005
Oversight of daily operations in all aspects of a public transportation service including commuter, fixed route and paratransit (dial-a-ride) services. Duties included assisting drivers in their daily responsibilities, scheduling, dispatch operations, call center operations, customer service, on time performance/efficiency, and computer aided dispatch systems.

Training & Education

- Transit and Paratransit Management Program, University of the Pacific, Nov. -2009
- ~~Instructors Course in Bus Operator Training & Bus Collision Investigation~~
- Fundamentals of Bus Collision Investigation (TSI), 2009
- Class B License with Passenger and Air Brake Endorsements
- Training and Certificates in Drug/Alcohol Reasonable Suspicion, Substance Abuse Management and Program Compliance, Prevention of Workplace Violence/Harassment
- Certified Community Transit Supervisor (CCTS)



Ann Yin

Manager, Call Center Services

COMMUNICATIONS MANAGER with proven success in managing a large transportation dispatch and call center. Significant experience with the use of Digital Dispatch Systems, 5M reservation Software, Global Positioning Systems, Oasys Management, Operations Database and Trapeze Software.

PROFESSIONAL EXPERIENCE

Southland Transit

Manager, Call Center Services

2010 to present

Manage a high volume reservation and dispatch center of 30 plus employees, providing service to Access Services of Los Angeles County. Significant experience and knowledge of Access Services policies, procedures and guidelines in compliance with the American with Disabilities Act. Oversee the Operations Monitoring Center for Access Services during the weekend. Hire and train employees, take and investigate customer complaints bringing them to a satisfactory resolution. Manage employee's work schedule, disciplinary actions and general maintenance supervision and quality assurance.

Southland Transit, Inc.

2005 to 2010

Project Manager, L.A. County Whittier

Handles operational and management responsibility for the company's contracts in the unincorporated county areas around Whittier. Responsible for all phases of contract/service management including driver recruitment, operational reporting, general maintenance supervision, accident/incident investigation, quality assurance and financial control. Worked closely with county staff to establish new fixed route services, including verification of all driver schedules and participation with County staff in promotional opportunities. Managed the call center providing Trapeze dispatch coverage for three Los Angeles County Dial-a-Ride projects. Transitioned Covina Dial-a-Ride from taxi services to a service using vans and cutaways.

Moonlight Sleep Lab.

2004 to 2005

Called on local clinics and medical offices in the San Fernando Valley to promote the use of the Sleep Lab as therapy for sleep apnea and other sleep disorders. Also handled some patient charting and assisted with billings to insurance plans.

Southland Transit, Inc.

2003 – 2004

Customer Service Team Leader

Started as a reservationist and moved rapidly to Team Leader on the City of West Covina Dial-a-Ride system at the company's San Gabriel Valley central call center. Scheduled all transportation requests in Trapeze Software, made changes to driver and trip assignments throughout the day to maintain on-time performance on the City's three transit lines.

EDUCATION & TRAINING

- Drug and Alcohol Awareness Certificate
- STI Basic Supervision Court
- Trapeze Dispatch Software Training
- Sexual Harassment Prevention Workshop
- MTA NTD Reporting Workshops



Labor Code 1070-1074

Southland Transit affirms that we will offer employment and retain employees that meet all requirements established under the applicable labor code.

6. Work Plan

Project Understanding

The two-way shuttle service (eastbound and westbound) operates through a regional network, the Sunshine Shuttle provides local residents to easily access a variety of local and regional destinations; including libraries, schools, parks, medical and social service providers, youth and senior community centers, and major shopping centers.

Service Hours:

- 6 a.m. to 8 p.m., Monday - Friday
8 a.m. to 6 p.m., Saturday
- The shuttle will not operate on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Fare:

- General fare is 25 cents per trip. Senior citizens (60 and older), persons with disabilities, and children under five years old ride for free.

-
- ~~The Sunshine Shuttle accepts GO RIO passes and Metro and EZ passes as cash fare.~~

The shuttles connect with the Metro Service, Montebello Transit, Norwalk Transit, and Los Nietos Shuttle. Southland Transit currently operates the Metro lines that travel within this area so transfers will be a coordinated seamless process for the riders.



Staff Retention

Employee retention is a major issue for effective transit operation. Operators have to be able to navigate and experienced operators that know where they are going are very valuable. For the sake of service safety, quality and productivity we make a major commitment to keeping every operator who is good at this work. This is an area where Southland focuses attention.

Wages

Our operator pay plan is very competitive and allows for maximum retaining of employees. Another major element of retaining operators is in making a concerted effort to create the maximum number of full time operator assignments.

Benefits Program

Our benefit program is highly competitive, and often superior, to that provided by other firms in our industry.

Health Insurance

- Our health insurance program has been well received by employees. That is no accident because we specifically designed the program with our employees in mind. Employees are eligible to enroll in the health plan at the first of the month following 30 days regular employment (regular excludes initial training time) for employees scheduled to work 35 hours or more in a week. As a company we are committed to finding full time employment for every employee who wishes to work a full schedule, thus allowing the employees to participate in these benefits.
- With increasing costs we work to negotiate multiple coverage options for our employees. This allows the employee to choose among four levels of health care so each can choose coverage and cost that most clearly meets each employee's individual needs. To further reduce the cost we have a 125 plan that allows for the employee to pay for their portion of any benefit cost with pretax dollars.
- The company pays a significant portion of the cost of the employee's coverage, and the employee may add dependent coverage at their own cost. We believe that the program and the relatively short period for eligibility give us a clear advantage in competing for operator talent.

Dental/Vision Insurance

- Employees can purchase dental/vision coverage at inexpensive group rates. The employee may also pay for this benefit with pretax earnings under the '125 plan.



Paid Time Off

- Hourly non-exempt employees, who are regularly scheduled to work 35 or more hours a week, earn Paid Time-off (PTO) in amounts tied to the amount of time they are regularly scheduled to work. Paid personal leave can be used for any purpose and can, with prior approval be used by the employee as soon as it is earned. Our policy of starting the accrual immediately and allowing its use as soon as it is earned is a commitment to the employees that the company honors and respects their contribution immediately. Additionally our combination of traditional vacation and sick coverage encourages good attendance, as time used for illness cannot then be used for "vacation." Conversely it is well received by employees because they never "lose" their sick time as personal time off accrual is paid at termination in accordance with state law.

Paid Holidays

- Southland pays for six holidays a year. Regularly scheduled operators scheduled to drive on one of these holidays and who do not work because the system on which they work is closed, receive holiday pay for the hours of work they miss in regards to the specific holiday. When an operator is assigned to a system that does not close for one of our recognized holidays, and works that holiday, the equivalent hours are dropped into their Personal Time Off account.

401(k)

- Southland has a 401 (k) plan for employees who have been with the company a year or more. Employees can defer pretax earnings into the plan as retirement saving. Additionally, we have provided that employees may defer safety incentive payments into the plan, which has proven popular for operators who do not feel comfortable deferring a portion of their paycheck into the plan.

Pre-Tax 125 Plan

- All employee benefit copayments for these plans may be made from pretax earnings subject to a §125 plan.

Bereavement Leave

- 2 days paid bereavement leave for identified relatives.

Paid Jury Duty Service Leave

- Paid jury duty service for up to 5 days.

Paid Holidays

- Six paid holidays, and when an employee works one of these holidays we credit their paid time off account with equivalent hours so that the employee can enjoy a day off at another time.



Discounted Entertainment Tickets

- Our company participates in a program called Great Perks. Through this program, employees are able to purchase discounted tickets to community events such as amusement parks, fairs, sporting events, and other activities.

AT&T Cell Phone Discount

- Employees will be able to receive a company 10% discount off AT & T Cellular Service through a special company arrangement.

Injury Illness Prevention Program

Southland has a fully compliant Injury Illness Prevention Program in place as well as a Hazard Communication Program. It is covered with employees during their initial training. Our Director of Safety & Training, Joleen Judd oversees our company policy in this regard. We have attached it in Exhibit 3.

Risk Management

We believe that risk management starts with safety and training. Southland Transit has a fully compliant Injury and Illness Prevention Program in place as well as a Hazard Communication Program. The plan meets all requirements of good practice, as well as state and federal laws. Under this plan regular walk through inspections of the facility and equipment inspections are undertaken, as well as investigation of all reported safety problems.

Lunch and Break Handling Procedures

We comply with California labor standards on the scheduling of rest and lunch breaks. Time and time again we have taken over services where drivers were not afforded the lunch breaks. In addition to being a California legal requirement, we believe that regular lunch breaks contribute to enhanced system safety. The change to taking lunch breaks is not always a popular measure with drivers, who prefer being paid for the time, even if it means no lunch. We schedule the rest and lunch breaks for dial-a-ride operators in the Trapeze system.

Scheduling rest and lunch breaks for the dial-a-ride is relatively simple due to our computerized dispatching system. For the fixed route service, we work with clients to create a schedule that will allow enough "recovery time" at the end of the route to allow for a ten minute break at regular intervals. We dispatch operators to provide lunch relief for the regular operators.



Documentation and Maintenance of Project Records

- ✓ **Tracking of Key Quality Elements** – We believe that a company does well those things that it believes are important enough to measure. Most of the activity that goes into providing service quality is measurable and such measurement will be the basis of our quality assurance program. Our history in demand responsive service is that we improve BOTH service quality and productivity. We track every measurable component, especially on time compliance and the rate of no shows. We have learned some important lessons by tracking these key factors, examples:
 - We have found in taking over a number of systems that a high number of reported no shows were actually dispatch errors rather than real Incidents of a no show passenger. These errors are often caused by poor subscription trip maintenance.
 - We have found that only by understanding hour-by-hour productivity can we improve our matching of service hours and trip demand. Using these techniques over the past years in operations we have taken over we have delivered average productivity improvements of well over 20%.
 - We have learned to use the power of Trapeze software linked with our system archiving software (TSS ATBOS & ATBOS PA) to track on time compliance on a real time basis and effect real time “rescues” of service schedules.

We manage these key elements aggressively on a continual basis and have a reporting process that will give County staff documentation of our performance, in every important area. At Southland we work with each client to define the standards which are particular to that service and that contract. We then set up additional tracking and reporting systems to ensure that any particular issues are monitored and shared regularly with the client. We also have been enthusiastic participants in professional surveys of our systems to assess the level of customer satisfaction with the service.

As part of this process we encourage the input of the drivers who provide the service. We seek their insight, not only at monthly driver meetings as required by the Scope of Work, but also in daily interaction with supervisors, dispatch staff and maintenance personnel.

- ✓ **Accident Reporting & Incident Investigation** – While we do everything possible in our training and ongoing safety meetings to avoid accidents, they do occur and we train our employees how to handle those situations. Our practices meet the standards of good practice as well as the requirements set forth in Scope of Work. Every driver undergoes training regarding the handling of an accident situation. The driver immediately contacts dispatch and/or the road



supervisor when an accident occurs. Dispatch then coordinates an appropriate response.

The driver is trained to seek appropriate information at the accident scene, which is reinforced by the arrival of a road supervisor or member of management personnel. Pictures are taken at the scene for thorough documentation. Accidents which take place with consumers on board, or when an accident will cause a delay in service it is reported immediately. If needed a road supervisor or cover driver will use a vehicle to keep service on time.

Incident report forms are kept available for all workers in order to document passenger disturbances, wheelchair lift failures, and road failures.

Operator Recruitment, Hiring, Training and Evaluation

The staff and personnel for a particular service are a key component of the success and quality of the operations. At Southland we keep this as the focus, in the hiring and training process, as well as throughout an employee's tenure with the company. Our hiring and training of employees for this service will comply in all respects with the training requirements set forth by the County. Background checks will be completed on every operator.



Operator Recruitment

The recruitment and hiring of operators will meet all legal and contract specifications. We continue to have excellent success with recruiting school bus operators who are looking for a career upgrade. For these operators transit service is a more reliable year-round job with better benefits than a seasonal school bus driving job. We do understand the requirement for carefully assessing school applicants since not all of them are adaptable to a busy fixed route or dial-a-ride operation, particularly in terms of real time navigation.



New Hire Operators

It is critical to our overall success that a viable program be established for training individuals without prior passenger transportation experience. It allows us to maintain balance in our recruitment efforts and be less dependent on the actions of other employers in filling our positions.

Operator Selection

At Southland Transit we expect a high degree of customer service skills by our operators. It is very important to us that our operators are friendly, respectful, and courteous. Therefore, as passengers board the bus they are greeted with a pleasant experience. At Southland Transit, we know that anyone can be trained to drive a bus, but it takes the right person with a great customer service skill-set to do the job effectively.

Operator applicants must either possess a California driver's license with appropriate endorsements, or meet the requirements for entry into our training program. All applicants undergo a DOT medical examination and a pre-employment drug screen that must be negative. The drug screen is done in accordance with the terms of federal law. At a minimum an applicant must minimally pass the following criteria.

- 5 years of driving experience;
 - Drivers must be in good standing with the DMV and enroll in the DMV Pull Notice Program;
 - No suspensions in the previous sixty (60) month period;
 - Have no more than three (3) moving violations or two-point violations within the thirty-six (36) month period preceding selection;
 - Drivers must not have any rail crossing convictions;
 - Drivers must be able to speak, understand, write and read English with proficiency; and,
 - Must not be addicted to alcohol or controlled substances;
-
- Will not be subject to outstanding warrants for arrest;
 - Be sensitive to passenger needs and be able to handle complaints and problems as they arise;
 - No reckless driving violations, DWI/DUI or drug abuse convictions or license suspensions due to such convictions in the last ten years.

We seek operators who are able to read, write and communicate in English. However, we fully appreciate the skills and versatility brought to the service by those who are able to communicate in more than one language.

At Southland we are not satisfied with hiring those minimally qualified but seek those people who are most qualified and most motivated to drive. We go beyond check-listing minimal qualifications. Each applicant must complete an application and submit an H6 DMV report. In a brief interview at the time of submission, the applicant is told of the job requirements, the



application is reviewed for any unanswered questions, and the H6 is reviewed.

Those with minimum qualifications undergo a thorough interview, using a model list of questions. The list ensures the interviewer covers all areas of questioning, that all applicants are judged consistently, and that all questions are legal and not discriminatory. Questions are open-ended to allow the applicant to talk about values and motivation, rather than simply saying a yes or no to a question. This allows an interviewer to gauge the character and sincerity of applicants.

Driver selection actually continues throughout the training process. We do not hesitate to remove trainees who are not achieving the desired level of performance in any area – driving skills; interaction with riders, staff, and coworkers; ability to read maps and navigate; and ability to use the technology.

Driver Training

The following is an overview of the initial operator training curriculum. This system is in use throughout our company and has been used to train paratransit and fixed route operators in service throughout Southern California. Classes follow the training materials from the National Transportation Safety Institute (NTSI), with further development of materials from Transportation Management Associates for passenger assistance training and the Smith System for defensive driving. The training summary outlined below is a summary of our training and safety program. Operators receive on-going safety awareness and training to ensure they continue to remain fit-for-duty. A full Southland Safety and Training Program is being submitted with this proposal which is followed and is shown as Exhibit 4.

- 1) **STI Orientation and Policies.** As we provide paid training, a trainee is an employee as soon as they enter training. The initial session is to introduce the trainee to employee policies and procedures and to ensure that all of the necessary initial paperwork is completed.
- 2) **Defensive Driving.** Our defensive driving instruction includes both the defensive driving course provided by the National Safety Council and the Smith System. In the two programs trainees learn techniques for avoiding accidents on the road, covering such things as attention to situations which can bring about accidents, making yourself aware of the actions of other drivers and pedestrians, the proper methods for crossing, entering and exiting the vehicle. Our training curriculum includes the Smith System materials because they provide an exceptional tie in to behind-the-wheel training which is used.

- | | | |
|----|-------------|-----------------------------------|
| a. | ALL | Aim high in steering |
| b. | GOOD | Get the big picture |
| c. | KIDS | Keep your eyes moving |
| d. | LOVE | Leave yourself an out |
| e. | MILK | Make sure they can see you |

- 3) **Transportation Safety Institute curriculum.** The **Transportation Safety Institute**, the training branch of the Federal Department of Transportation, has developed this 3-part curriculum. Every segment utilizes slide shows and a follow up exam.



- a. Vehicle Operations. This segment discusses maneuvering techniques in several different operating environments with a variety of bus sizes. The primary focus is in fixed route operations with large vehicles in a variety of operating environments.
 - b. Customer Service. This second segment works with the first to give the driver trainee effective tools in handling customers, in both fixed and paratransit applications.
 - c. Emergency Management. This final segment covers the requirements for handling accidents and vehicle breakdowns. It also builds on the customer service segment in that it sets out methods by which the driver deals with these situations when the vehicle has passengers in congested situations.
- 4) **Pre & Post Trip Inspection**. While in class, the trainee learns about the regulatory requirements related to the multiple items a driver must check such as tire tread depths, steering play ratio, air and hydraulic brake testing, etc. The most important part of this training continues with the trainees going through the “hands-on” portion, with buses.
- 5) **Dealing with the Elderly and Disabled Passenger**
- a. Empathy and Special Needs. The emphasis here is to train the driver how to respond to these passengers with care and consideration of special needs. Different approaches are used, such as having the trainee visualize what life would be like with a disability: if the driver were required to use a wheelchair, cane, seeing eye dog; if they were mobility impaired, lost balance, suffered from a cognitive impairment. The goal is to assist the driver in moving past pure sympathy or a demeaning view to understanding and the ability to aid and assist in a helpful manner.
 - b. Mobility Device & Securement. In this section of our training, trainees learn the correct use of vehicle lifts, ramps, and restraint systems. Every trainee learns this both in the classroom and “hands-on” in the vehicles, acting as a driver and as a passenger. Emphasis is also put on the physical safety of the rider and the driver who is boarding the passenger as well as completing the task without damage to the mobility device itself.
-
- c. ADA Training. The full range of requirements of the American with Disabilities Act as it impacts transit operations is covered here. Thus drivers learn about fares, service animals, discrimination, calling stops, and steps to undertake when a wheelchair lift is inoperable so that the passenger is not stranded on the street.
- 6) **Communications**. Use of the radio and/or Mobile Data Terminal is covered depending on which communication system is being used. Thus radio users are trained in ten-codes and plain speak. Mobile Data Terminal users are trained in input, acknowledging completion of trips, etc. In all cases the appropriate time to use the communication device is emphasized.
- 7) **Route Orientation/Thomas Guide**. The ability to navigate is essential for a driver. Trainees learn how to use a Thomas Guide and learn to route themselves with a

Thomas Guide. On fixed-route services they are familiarized with the particular routes on the service by learning a "left/right" sheet. The classroom training is reinforced and supplemented during behind-the-wheel training.

- 8) **Hazardous Materials and Blood borne Pathogens.** Trainees are familiarized with the hazardous materials that may be encountered in their job including the handling of body fluid spills that could lead to virus transfers, and use of the body fluid kit.
- 9) **Hazardous Conditions.** All operators are trained and expected to report all hazardous road conditions in a particular service area to their supervisor. The supervisor will then immediately notify the County of the conditions and immediately take precautions to safeguard the passengers and personnel.
- 10) **Body Mechanics/Safe Lifting.** Operators are required to use their body in many aspects of their job. To ensure their safety, we specifically train on the correct body mechanics for these tasks including the correct method for lifting, pushing, securing wheelchairs, and boarding and exiting the vehicle.
- 11) **Harassment in the Workplace.** Every employee, including operator trainees are provided information and training on harassment in the workplace. The goal is to make certain that employees know how to report any problems they have as well as to train employees on the many faces of illegal harassment. Southland does not tolerate any form of harassment in the workplace.
- 12) **Substance Abuse.** Operators are taught the problems of substance abuse, with regard to the job, but also with an eye to its effect on quality of life. Southland's Drug and Alcohol Plan and Policy is covered in detail. All rules and regulations are strictly enforced in accordance with DOT rules and regulations, as well as with the company policies. A copy of the plan is included as Exhibit 5.
- 13) **Commercial Driver Training.** When the candidate comes with a C-class license the trainee also undergoes the necessary training to obtain a Commercial Driver's License.

Behind-the-Wheel Training

No operator provides service for Southland Transit without undergoing behind-the-wheel training (BTW). Members of our Safety and Training department select and train all behind-the-wheel trainers. There is at least one behind-the-wheel trainer at every Southland facility. Behind-the-wheel training includes training at a secured parking facility through an obstacle course; in-service evaluation of the driver's skills; and route training for the specific service. Additionally, the trainee learns of the particular system requirements that are in effect for their assignment.

Once the trainees begin behind-the-wheel training the Safety and Training Department oversees the efforts, gets continual updates regarding how the training is progressing, and will perform behind-the-wheel training them self when needed.

Southland Transit's training emphasizes strenuous pre-testing and a formal final review prior to



the trainees taking their final or CHP exams and moving on as a “regularly scheduled” operator status.

Our formal review is based on the observations of the behind-the-wheel trainer. Behind-the-Wheel trainers spend more time with potential employees than any other person in the company. We give the BTW trainer authority to make a “do-not-hire” recommendation. All operators whether they be relief or regularly assigned, are trained to drive all vehicles they may come into contact for the specific service they are assigned to.

Refresher Training

Every service operator is evaluated by a behind-the-wheel trainer or training supervisor at least twice a year and undergoes retraining as appropriate. Retraining is also scheduled for any driver involved in a preventable accident or incident. There are monthly scheduled safety awareness classes to continually refresh and renew the skills necessary to be an effective, safe and courteous driver. Because we have created an atmosphere where the road operations and training functions work closely together, these safety classes are very productive. The sessions address issues that are particular to the service the operators are assigned to.

Once assigned to this project, the operator will be given the Operator Manual which will allow the operator to continually refresh his or her knowledge of the specific requirements of the County of Los Angeles service and driving skills.

In the initial training as well as in the recurring sessions, operators always have the opportunity to ask questions, and clarify issues. The most important part of training is not to follow a checklist, but to make certain that the participants in the training are actually learning and incorporating the materials presented. Our training department does not pass candidates who won't be effective team members.

Evaluation

In addition to our general observations and “ride-alongs” with operators, we have developed a unique approach to operator evaluations which allows us to measure the performance of the driver in several key categories. Our evaluation procedures involve a performance appraisal directed specifically at the assessment of those skills required by demand response and fixed route operators. The evaluation becomes the basis for promotion and salary reviews as well as for operator improvement programs. Copies of appropriate performance appraisal / evaluation forms have been included with this proposal as part of Exhibit 3.

Passenger Disturbances & On-Board Security

Our first objective is to minimize disturbances with effective driver training. We have a very



specific training module regarding disruptive passengers that teach drivers effective techniques for defusing potential passenger disturbances. We will also have strong support for our drivers from supervisors. Drivers always have the ability to have a supervisor at the bus within minutes to render assistance through use of the Supervisor's handheld radio.

In each of our communities we have also developed excellent working relationships with the local police. Through direct communication with the supervisor it will be possible for drivers to access the police directly when there is an incident that might jeopardize the safety of the driver or passengers. We have used the police effectively on a number of occasions when a passenger was causing a disturbance on the bus. In those instances the driver continued the route to prevent further provoking the perpetrator and was met by the police at a predetermined stop.

- ✓ **Internal Process to Avoid Problems & Complaints** – At Southland our first and primary goal is to avoid service problems. We are constantly monitoring our own performance in this pursuit. We believe that the rider must be satisfied and we want to develop and use the appropriate tools to assure that customers have all the opportunities necessary to let us know how the service is working.

In order to focus on this goal we have established a framework that has us, as a company, investigating and identifying causes and providing a response to every service defect, no matter how the defect is identified. We have found that the most common occurrence is a call from a client reporting a problem. Every staff person is trained to prepare a report form based on the customer's input, this report immediately goes to each individual involved so that the cause of the incident can be identified and, more importantly, a determination can be made as to what corrective action is required to prevent recurrence.

We also encourage the use of these reports by our field staff, including operators. There are times when an operator feels that a problem arose due to the actions of a passenger, dispatch, or management. Such problems do not always lead to formal complaints, but are issues that should be investigated and evaluated before larger problems occur. This form allows for operator input, and initiation of a process for determination and correction.

We encourage this two-way process of identifying problems because we have found that it creates a team-oriented approach to problem solving, rather than a "blame-oriented" approach. The process has also provided valuable input from the employees who have to work the nuts and bolts of the system, and is a major empowerment tool for our road staff.

Despite this commitment to preventing problems and complaints, problems do occur. Throughout the training of all staff, operators, call center personnel, dispatchers, mechanics, road supervisors, and managers, it is emphasized that any problem or complaint should be reported immediately to management staff for action and resolution. Southland management personnel are evaluated on their ability to foster an environment where all problems and complaints are reported, as well as on their responsiveness to riders, and to client staff in handling problems as they arise.



Operator Appearance

All operators are required to portray a clean, neat, and respectable appearance. Southland Transit recognizes that our vehicle operators are the first form of physical contact with the transit service for our passengers. Therefore it is incumbent upon the operators and our company to ensure we make a positive impression. Operators will wear name tags, and if jackets and hats are worn they will match the rest of the uniform and will display the drivers' name tag.



Operator Responsibilities

- Vehicle operators will assist in the loading and unloading of passengers, parcels and personal effects;
- Vehicle operators will be neatly and cleanly dressed in a uniform, provided by the Southland Transit, and acceptable to the County;
- They will, at all times maintain a courteous and cooperative attitude in their contact with the public. Moderate healed, closed-toe shoes will be worn at all times;
- While performing their duties, vehicle operators will wear name tags clearly displaying their names. In addition, vehicle operators will maintain trimmed facial mustaches and/or beards or a clean shaven appearance at all times during transit service operating hours;
- Vehicle operators will have an accurate time piece available while on duty;
- Vehicle operators will only carry animals that comply with the Americans with Disabilities Act (ADA) definition of service animals;



- Vehicle operators will do everything possible to avoid undue delay of any patron, either at the point of pick up or while en-route;
- Operate the vehicles in a safe and timely manner;
- Cooperate with the County project manager and County agents;
- Distribute or collect handouts, surveys, etc. as may be required;
- No acceptance of gratuities;
- Have a thorough knowledge of route;
- Make service announcements as requested by the County;
- Make all required ADA Announcements (callouts) for passengers with disabilities
- Do not or allow passengers to smoke on vehicles;
- Do not permit loud or raucous behavior on the vehicles;
- Count and record passenger boardings for each trip;
- Announce route and destination before each departure from a train station;
- Maintain route and timetables without deviation;
- Inspect his/her vehicle for functionality prior to each departure from the garage;
- Assist passengers boarding and alighting vehicle as needed;
- Operate the wheelchair lift for passengers requiring or requesting such service (whether they are in a wheelchair or not); and secure passengers in wheelchairs using vehicle securing devices.

Removal of Vehicle Operator

Upon notice from the County of Los Angeles concerning the conduct, demeanor or appearance of vehicle operators not conforming to the standards set forth in the previous section, Southland Transit will take all steps necessary to remove or alleviate the cause of the objection

Customer Service & Dispatch

Diversity in California involves many languages, thus our customer service representatives also have available to them the use of the Language Line. This service allows translation and full communication with people speaking over 200 different languages, by use of translators who are only a single call away at any time of the day or night.

Southland is highly accomplished at providing customer service/dispatching that combines paratransit reservations, paratransit schedule review and paratransit dispatching. In most of our operations this function also includes mailing of brochures and dial-a-ride applications to callers. We operate multiple Customer Service Centers. Our El Monte Call Center handles scheduling and service calls for paratransit service for the City of Pico Rivera and the cities of Alhambra, Arcadia, Baldwin Park, La Puente, El Monte, and West Covina, as well as for three LA County contracts and Access Services, Inc. operations in the Antelope Valley.



There is a second Customer Service Center in El Monte that supports the 365-day service for Access Services, Inc. the Consolidated Transportation Services Agency (CTSA) for Eastern Region of Los Angeles County. We also have a Customer Service Center in Sun Valley that dispatches the dial-a-ride service in Glendale and one in Perris for ADA/Dial-a-Ride operations in western Riverside County.

As a company we refer to our dispatch and reservationist operations as Customer Service. We believe that this reminds each employee that the purpose of his or her job is to provide the best service possible to the rider. It also helps to eliminate the traditional concept of the dispatcher who does not interact with riders, and thus does not feel it is part of their job to "answer the phones."

Dispatch/Customer Service Training

Our training efforts include making the representative feel as a part of the overall transit operation, therefore we emphasize awareness of how their job interacts with and affects the overall delivery of service. A handbook, training videos, training with experienced customer service representatives, and on-going team support reinforces the customer service skills. The handbook, which is maintained at each workstation, includes basic customer service techniques guidance on dealing with callers who have disabilities, and handling of incidents.

Our training of Customer Service personnel includes the following components:



- How to answer calls in a professional and expeditious manner, including how to handle the irate caller, the indecisive caller, and the talkative caller.
- Operation of the computer program and what information must be entered. We have very experienced Trapeze users in the company who have trained many new users. Each new hire begins as a customer service representative, as soon as their skills progress each is trained to handle the dispatch board, including the computer and its MDC connections, as well as the radio. This cross training allows us the greatest flexibility in assigning employees to ensure coverage for our customers.
- Familiarization with the geographic maps covered by the service. This knowledge is absolutely essential for the systems overall success and efficiency. Initial training is further reinforced by the availability of a map of the service area in the office.
- The requirements of the County of Los Angeles policies and procedures including fare structure, no charge trips, reservation and scheduling procedures, no show policies, the status of escorts, notification requirements for changed trips, and cancellation policies.
- Sensitivity in fielding the calls of elderly and disabled riders is an important part of training. We have developed training materials that include ADA requirements, appropriate language, and informing the customer service representatives about such issues as vehicle specifications, and wheelchair availability. The training also addresses some of the more complicated issues such as the definition of and how to deal with the service animals that sometimes accompany a disabled rider.
- In addition to the sensitivity training described above, particular emphasis is given to phone interactions. The videos address the common interactions a call taker will have with customers with emphasis on the difference between being helpful and being defensive or curt. Our handbook also looks at such issues as communicating over the phone when the caller has a cognitive disability. Visual cues and physical gestures can be of great assistance in communicating with the cognitively disabled, and phone interaction removes those visual cues. Thus it becomes even more essential for the call taker to be aware of the issues and problems that can occur, and particularly the methods to overcome them.
- Training in the use of the TDD in order to facilitate communication with the riders who have hearing impairments. In addition they are trained in the use of the available Language Line, which allows full communication with riders speaking any number of different languages.
- Accident and incident procedures are a part of all Customer Service training. Forms are kept at every workstation. Detailed step-by-step procedures are outlined in the Customer Service guide.

- We inform Customer Service staff of service changes as they occur. When policies are changed, or procedures must be reassessed for determination of their effectiveness, meetings are scheduled so that every member of the team is aware of the change.

Safety Program

At Southland we believe that safety is essential. It is emphasized in all operator trainings, in monthly safety meetings, and in the company Safety Manual. We believe that the safe transportation of our customers is the principal responsibility of our company's safety program. This statement forms the basis of our safety philosophy. During all aspects of our service delivery, Southland Transit demands that each of its employees places safety at the top of all priorities. We remind every employee in our company that our responsibility is to protect the safety and health of our passengers. We have successfully designed a number of highly effective safety programs to ensure that we maintain a leadership role in safety to our employees and riding customers. Under the direction of our Safety and Training Manager, the safety program will be focused on three components:



- **Safety Awareness and Training,**
- **Accident Prevention and,**
- **Safety Awards.**

Safety is every employee's responsibility and a constant company-wide priority. Safe working habits, defensive driving, training and retraining on driving skills and attitude, lifting, accident prevention, etc., are subjects of safety awareness. Safety awareness training takes a number of forms:

Safety Messages – Safety messages are published monthly, company-wide to highlight safety tips and specific problem areas.

Safety Posters and Campaign – STI will be using a new safety poster program that supplies new safety motivation posters every week to reinforce training and to call attention to high risk practices. Every month, STI will conduct special safety campaigns to highlight particular problems and reinforce good operating and driving skills.

Safety Meetings – On a monthly basis safety meetings are held for all employees. Safety meetings are used for training and reinforcement of:

- safety topics



- basic driving skills
- review of recent accidents
- discussion of seasonal hazardous conditions
- presentation of safety awards.

Awards & Recognition – Operators will be recognized in a formalized system for practicing safe operating procedures. We will institute a program whereby we will reward the best of the best.

No Smoking Policy

Smoking is not allowed during trips or in vehicles at any time by either passengers or vehicle operators. Drivers found to be smoking in or near the vehicles shall be permanently removed from service. Passengers will be permitted to refuse a ride in a vehicle in which someone has been smoking without being penalized.

Fare Revenue & Fare Security

Southland Transit is aware that the current cash fare is 50 cents per trip and that escorts for persons with disabilities are not charged a fare.

Our fare collection and accountability procedures have met the standards of every one of our clients as well as FTA audit requirements. The components of the system are:

- Separation of responsibility for collection of driver reporting paperwork from collection of fares from the fare boxes.
- Deposit of fares directly into a secured strongbox.
- Shipment of the strongbox to Southland's central cash room for counting.
- Reconciliation of the fare counts to the ridership reporting forms.
- Investigation of any discrepancy between ridership counts and fare revenues.

Service Records and Reports

Southland is well prepared to meet the reporting requirements of our customers; in fact, we have developed distinctly different reporting criteria for each of our clients. We are always ready to make modifications or refinements necessary to insure that our reporting meets the information needs of the County staff. The current reporting package is included as Exhibit 7.

Although reporting requirements for transit contracts are extensive, they are easily managed when the project staff is given appropriate tools, and the contractor has a commitment to supporting staff through the development of routines for collecting and reporting required information. We provide a state-of-the-art computer network that allows our staff to collect and manage complicated data effectively.



Southland Transit has consistently provided monthly or other reports requested to meet funding source reporting requirements.

- All records and data prepared and maintained by Southland Transit pertaining to this project are the property of the County of Los Angeles and are made available for inspection and copying at no additional charge.
- Southland Transit will maintain all books, records and documents relating to work performed for the County of Los Angeles for transit services on file for at least three (3) years following the date of final payment to Southland Transit.
- All duly authorized representatives of the County of Los Angeles will have access to such records for the purpose of inspection, audit and copying at reasonable times during Southland Transit's usual and customary business hours.

Data Collection & Reporting

Southland Transit collects and prepares information concerning transit vehicle activities as part of its project operation records.

- Monthly Summaries. At the end of each month, Southland Transit prepares and completes a monthly Operator's Report which summarizes the daily operations information collected during the month. The report will be forwarded to the County within ten (10) calendar days of the end of the reporting month.
 - Passenger Complaints. Southland Transit documents operational problems and passenger complaints and describes the action, if any, that was taken regarding the problems. Copies of the complaint form will be transmitted to the County the working day following identification of the operational problem or receipt of the passenger complaint.
 - Operational Problems. Accidents or passenger incidents and action taken with issues related to safety or deemed as a serious operational deficiency to be reported by phone to the County no later than the next working day.
-
- Trip Sheets. Southland Transit currently maintains daily trip sheets and an operations summary for each service day and a summary of each month. This operational data will continue to capture daily total passenger counts, revenue hours, total hours, revenue miles, total miles, fare box revenue, passenger type's documentation of any discrepancies in the number of passengers carried and the amount of fares collected by the operator, passenger pick-ups and drop-off times and locations for the Dial-A-Van service. In addition, should the County require additional data, Southland Transit will comply in a form acceptable to the County.
 - Financial Records. Southland Transit has established and maintains separate accounts of all project expenditures and other relevant financial records and documents in a form that has been previously accepted by the County of Los Angeles.



- Invoicing. All invoices and related records are subject to audit by the County or other transit related funding partners.
- Accounts. All costs incurred for this project will be recorded in accounts separate from those used for other business activities and in conformance with the State of California, State Controller's Chart of Accounts for Public Transit Operators. These accounts are available for inspection and/or independent audit at the County's election.

National Transit Database (NTD)

Most of our current contracts require NTD reporting and we are well versed in the required reporting process. In many of our existing community transit operations we have assumed primary responsibility for reporting the data to the MTA since our client systems typically have limited staff to handle these reporting functions. To assist in this we have had supported and encouraged our managers to take courses to train them to meet NTD reporting requirements.

- As part of the annual NTD reporting requirements, Southland Transit has complied consistently with the FTA required on-board data sampling to compile statistically valid passenger mile data.
- All Southland Project Managers annually attend the Metro's NTD reporting workshop. We consistently submit a draft NTD report on operated service to the County no later than one week prior to the submittal date required by Metro. Southland Transit has been the primary contact for NTD Audits.

Responsibilities of the Contractor

It is understood and acknowledged that Southland Transit will operate this service subject only to the general policies and direction of County with regard to management and operations and to the provisions and requirements of the Scope of Work of the RFP.

Southland Transit will be solely responsible for performing all tasks including, but not limited to, providing executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assisting in public relations and promotions; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all vehicle operators, facilities, equipment, parts, and supplies required in the operation of service unless specifically identified to be contributed by County.

Removal of Debris

All debris derived from the service provided by Southland Transit for the project will be



removed from County's property and disposed of at STI expense. Southland Transit will not allow any debris from its operations to be deposited in the storm drains, catch basins, gutters, manholes, and/or roadways in violation of the National Pollutant Discharge Elimination System regulations.

Funding

It is acknowledged that the County's obligations under this Contract are contingent upon the availability of funds in each fiscal year budget to finance operating and capital costs. The County may use local sales tax funds in accordance with LACMTA's guidelines for the Proposition A Local Return Program to finance this Service. Other sources of funds, such as FTA, may also be used. Southland Transit agrees to be bound by applicable provisions of Proposition A Local Return Program guidelines or any other guidelines/regulations pertaining to other funding sources.

Non-Conflict with Local, State, and Federal Laws

Southland Transit acknowledges that no requirements of the Contract or the Scope of Work will be in conflict with or modify Southland Transit's obligation to comply with the requirements of local, State, and Federal laws such as FTA, ADA, Department of Transportation (DOT), or other applicable laws, rules, regulations, directives, or ordinances.

Permits/Licenses/Certifications

We have included Licenses and Certificates in Exhibit 5.

Utilities

Southland Transit acknowledges that it is solely responsible for all utilities required for the operation of this service.

Liquidated Damages

Southland Transit has carefully reviewed the provisions of the Liquidated Damages provisions of the Scope of Work and agree to operate this service to the performance goals specified.



Complaint Response

Complaints, whether valid or not, give us the opportunity to learn something about our operation and we pursue our response to complaints with that goal in mind. Every employee in the Call Center has been trained in the handling of complaints received.

- 1) Every complaint is taken on our standard incident report form.
- 2) If the rider has called into lodge a complaint, the call is immediately referred to a supervisor.
- 3) The supervisor determines if the complaint is related to service issues, such as a late trip, driver behavior, etc.
- 4) If the supervisor determines that the complaint is related to a problem with a reservationist or other personnel in our Call Center, the supervisor obtains all the information regarding the issue, which is put on the standard incident report form. The rider is told that an investigation will be undertaken, and they will be contacted within 2 business days as to the findings.
- 5) A supervisor researches the complaint by looking at logs, phone records, interviewing the personnel in question, and listening to the phone recordings. At the conclusion of the investigation the findings are discussed with the Project Manager to determine if retraining or other action needs to be taken as to the employee involved.
- 6) The supervisor makes the return call to the rider who lodged the complaint, informing them of the outcomes.

Most importantly, the supervisors and managers discuss complaints. The goal is to determine whether there are consistencies in the complaints that require modification of our process, and/or enhanced training. If patterns are found that affect all employees these issues are addressed at regular meetings and retraining.

Operation during a Declared Emergency

In the event of a declared emergency, Southland Transit will cooperate, to the best of its ability, with and deploy vehicles in a manner described by County Sheriff or local police. Southland Transit will notify Contract Manager the

On-Street Supervision

In addition, our El Monte Operations Center has a team of Road Supervisors that are shared with all services operated from that facility. The County of Los Angeles service will be able to take advantage of that team of professionals. The Road Supervisor's main duty is to assist operators in the field. They are also available to drive in an emergency.

The Road Supervisors report to the Safety and Training Manager. This does not mean that the Road Supervisors are not responsive to the dispatch center but merely that their overall activities are organized and evaluated by the Safety and Training Manager. We like to say that they are “responsive” to dispatch but “responsible” to the Safety and Training Department. The reason that we prefer to organize this way is that reporting to the Safety and Training Department assists these key individuals in maintaining a safety mind set.

Road supervisors with Southland are always fully licensed and certified drivers, who when necessary can fill a route, pick up a passenger, or drive a replacement bus to a road call. We will have sufficient road supervisors to have one on duty at all times while drivers are on the road. The positions will be full time.

Drug & Alcohol Abuse Policy

Southland has an established anti-drug and alcohol misuse prevention program in accordance with the terms of Code of Federal Regulation (CFR) 49 Parts 40 and 655. Testing includes mandatory pre-employment drug screens, random testing, and post-accident testing for all drivers and “safety sensitive” employees as defined by federal law. All drug and alcohol testing is done in accordance with the DOT requirements for split screen testing. In addition Southland has a written policy for a Drug Free workplace in its handbook.

Managers and supervisors also undergo additional training in order that they fully understand the requirements and indications for “reasonable suspicion” testing, possible signs of drug and/or alcohol abuse. This allows continued monitoring of workers when reporting for duty and during the course of their workday.

A copy of the complete policy can be found in Exhibit 5.

Response to Vehicle Breakdowns

Any discussion of breakdown response should be prefaced with breakdown prevention. We emphasize vehicle maintenance in every operation as the prime method by which to reduce breakdowns. Of course breakdowns do happen and in those instances we will respond on three tracks.

- The first step is to get a mechanic on the radio with the operator. We often find that some simple issue is causing the vehicle problem and the driver can be instructed on how to get the vehicle back in service. An example of this is a wheelchair lift access door that is not fully latched, causing the vehicle interlock to render the vehicle in-operative, a simple re-latching of the door gets the vehicle back on the road.
- The second step, and the most important, is getting another vehicle on the line and

back on schedule. We expect that, with the excellent supervisor coverage for this operation, we should be able to restore service within 15-20 minutes.

The third step is the dispatching of a mechanic to validate the condition of the vehicle and to handle removing the bus off the street. In all cases a mechanic should be at the bus within 30 minutes. The mechanic timing will not affect the passengers since service will already have been recovered with a substitute bus.

Revenue Vehicle Towing

We have an on-going relationship with a local towing company that is very familiar with the requirement of transporting transit equipment. The company carries all requisite insurance to protect both our company and the County.

Maintenance Program

Southland Transit provided a comprehensive maintenance plan that will be put forth for the vehicles that we will be responsible to provide and also for the County owned vehicles. Outlined below contains information regarding our maintenance plan that will be followed.



Maintenance excellence is a major commitment for Southland Transit, Inc. We have developed an outstanding reputation among clients for developing and maintaining standards that guarantee our maintenance quality is of the highest level. Our record with clients who subject vehicles to third party inspections is superior. We will provide consistent quality maintenance that will protect the riders and ensure quality on-time service.

Spare Parts/Fluids Specifications and Requirements

At a minimum a 30-day supply of all-preventive maintenance required materials and parts, filters, fluids, etc. is kept in kits to enable better inventory and quality control. Brake lining,



drums, hubs, seals and other related parts are stored in sufficient quantities to ensure that at least one complete kit for each vehicle type is in stock at all times.

An adequate stock of engine, transmission, cooling system, wheelchair, air-conditioning, heating, suspension, glass and seat parts are stocked based on local availability and order lead times. Small items such as light bulbs, clamps, and hardware are obtained through a supplier. Blanket purchase orders are established with all oil and chemical companies, major parts and component supply companies, as well as local parts houses to ensure that we receive materials on a timely basis. Reorder lists are established based on usage, part availability and lead times. The maintenance manager is responsible for maintaining the inventory system and ordering materials.

Revenue Vehicle Damage

All major exterior or interior damage as a result of accidents, road conditions, vandalism or graffiti results in immediate removal of the vehicle from service. Repairs are completed prior to the vehicle returning to service. A detailed inspection of the vehicle is conducted after repair to ensure that repairs have been



properly performed and that no other physical or mechanical damage exists. Minor body damage is reported to maintenance through the operator's DVIRs and the fueler/washers' daily reports. The repair of all minor damage is scheduled for completion within the same week it is reported. Graffiti is removed immediately. An outside contractor will perform all major accident damage, body repair and painting. Selection of vendors for body repair and painting is subject to the approval of our client in the case of client owned vehicles.

Maintenance excellence is a major commitment for Southland Transit, Inc. We have developed an outstanding reputation among clients for developing and maintaining standards that guarantee our maintenance quality is of the highest level. Our record with clients who subject vehicles to third party inspections is superior. We will provide consistent quality maintenance that will protect the riders of the service. Our program exceeds many of the requirements set forth in the RFP.



Driver Daily Vehicle Condition Inspection (Daily Pre-Trip)

Prior to putting a vehicle into service the driver is required to perform a detailed pre-trip inspection of their assigned vehicle. Any defects or concerns are noted on the Daily Vehicle Inspection Report (DVIR). The DVIR is a three-part form; the original is forwarded to the terminal office and filed by vehicle number; the second copy is forwarded to the lead mechanic for maintenance review/scheduling; and the final copy is retained in the vehicle until responded to in accordance with USDOT regulations. Repairs are prioritized to ensure that all safety related defects are repaired before the vehicle is allowed to return to service. All non-safety related defects are scheduled for repairs in accordance with the priority assigned to the repair. In no circumstance is a vehicle returned to service after an A inspection with any outstanding defects. As part of this pre-trip inspection each driver cycles the wheelchair lift on his or her vehicle, if the vehicle has a lift, prior to the start of revenue service. In demand responsive services no vehicle is allowed in service with an inoperative lift. Drivers are thoroughly trained in pre-trip inspection requirements and are not allowed in revenue service until they can demonstrate full proficiency in conducting the appropriate inspection for the type or types of vehicles they will be called upon to operate.

Warranty Work

Southland Transit's Director of Maintenance, Wayne Seale, has handled the warranty administration for our company and, if approved, on behalf of our clients. He has managed a number of major warranty efforts in his career, including an extensive campaign dealing with transmission and transaxle. We have found that the key to a successful warranty program is learning the specific criteria employed by each vehicle manufacturer and managing maintenance to the established criteria. Both our tracking systems and our experience will facilitate excellent performance in this area.

Southland Transit will coordinate all warranty and maintenance issues with the manufacturer.

Revenue Vehicle Service Condition

Southland Transit uses a Driver Daily Vehicle Inspection Report (DVIR) to manage service vehicle condition. Each operator fills out the DVIR on every shift they work. This form is subject to a very specific handling requirement by the California Highway Patrol (CHP). One copy of the form must be maintained by the maintenance office to provide verification that an inspection is completed every day and that relief operators complete a mini-inspection at the time they take over responsibility for the vehicle. If defects are noted, the second copy of the form is used by the maintenance staff for evaluation and/or correction of the defect. The Highway Patrol expects any corrective repairs to be documented by a repair order or repair ticket contained in the vehicle file. If defects are noted, the third copy of the form is retained in the vehicle so that the next operator is aware of any defects that have been found, this is a federal DOT requirement. Once the repair is made the maintenance staff will make a note on the bus copy of the DVIR so that the operator knows the defect has been resolved.

Together with the "A" inspection the DVIR comprises the foundation of the maintenance program described on the following pages.

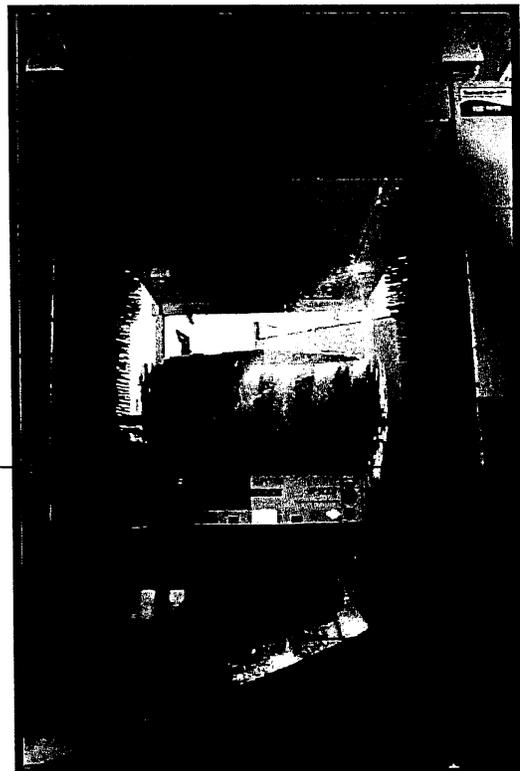
Applicable Vehicle Codes and Regulations

All vehicles utilized in this service are maintained in a safe condition for transportation of the public and meet all the requirements in the California Vehicle Code for passenger transportation vehicles. All replacement parts used to repair and maintain the vehicles conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

Due to our long history of providing public transportation service our maintenance staff is specially trained to meet the requirements of the CHP Motor Carrier Safety Regulations and are subject to annual vehicle and terminal inspections.

Revenue Vehicle Appearance & Cleaning

Appearance and condition are paramount to operating an efficient and comfortable transportation system. Our program ensures the fleet is clean, well maintained and presentable to our customers and to the employees who use these vehicles to provide service to our customers. At the end of each service day, vehicles are fueled. The utility workers ensure that all fluids are checked and topped-off, tire





condition and air pressure checked, and the overall condition of the interior and exterior inspected, with special attention being given to seat damage, graffiti, or other vandalism that may have taken place since the start of the day. After the fluid and visual inspection is completed the utility worker will record the mileage, amount of fuel, oil and other fluids dispensed; sweep or mop the interior of the vehicle as necessary; clean the windows, seats, and operators' area; and remove any graffiti.

The vehicle interiors are swept, vacuumed, dusted or mopped daily to remove all dirt and debris. To the maximum practical extent possible, vehicle interiors are free of litter and debris throughout the day. All foreign matter such as gum, grease, dirt and graffiti are removed from the interior surfaces on a daily basis. Any damage to seat upholstery is repaired immediately upon discovery. Ceilings and walls shall be thoroughly cleansed at least once per month, or more often if necessary.

Each weekend the interior of vehicles are checked and repaired and the replacement of window inserts, seat inserts, seat upholstery, graffiti, window glass and schedule holders are undertaken as needed.

The vehicle exterior is washed twice a week or more often as needed. Once a week the vehicle is subject to more extensive cleaning; at a minimum this cleaning includes ceiling panels, handrails, side panels, seat frames, wheel wells, operator area, modesty panels, door and step areas, destination sign glass, windows, floors, and AC grills. When completed, the vehicle is parked in its assigned place and properly secured. It is understood that the County of Los Angeles may remove vehicles from service for unacceptable appearance.

Fumes and Graffiti

All Revenue vehicles used within this contract will be from fumes and Graffiti will be removed immediately from the vehicle. The vehicle will not be placed back into revenue service until the graffiti has been completely removed.



Daily Vehicle Inspection and Servicing

As mentioned previously, prior to putting a vehicle into service the operator is required to perform a detailed pre-trip inspection of their assigned vehicle. If any defects or concerns are noted on the Daily Vehicle Inspection Report (DVIR) a copy is forwarded to the Lead Mechanic, who then opens a work order and schedules the repairs. Repairs are prioritized to ensure that all safety related defects are completed before the vehicle goes into service. All defects reported by operators are addressed within 24 hours of being reported. All safety related defects are repaired before the vehicle is again placed into service. Each operator cycles all lifts on their vehicle prior to the start of revenue service. Except in emergency situations, a vehicle is not allowed in service with an inoperative wheelchair lift. Operators are thoroughly trained in pre-trip inspection requirements and are not allowed in revenue service until they can demonstrate full proficiency in conducting the appropriate inspection for the type or types of vehicles they will be called upon to operate. The effective performance of these inspections is a major item of emphasis for our service monitors. Operators are also expected to leave their vehicle broom clean at the end of the day.

Wheelchair Lifts and Ramps

During each Preventive Maintenance Inspection a thorough check of the wheelchair and lift equipment is undertaken. Wheelchair lifts are tested with a minimum of 500 pounds deadweight and 750 pounds maximum weight to ensure compliance with the ADA requirements. On an annual basis a detailed inspection is done of every lift component to ensure that wear is within acceptable standards. This inspection is done with all shields and panels removed so that every element of the system can be seen and evaluated. Particular attention is paid to wear at pivot/swivel points, integrity of barrier mechanisms, fluid leakage, wiring integrity, and general structural integrity.

Preventive Maintenance Program

Our preventive maintenance program consists of the following service and inspection elements:

Diver Daily Vehicle Condition Inspection	Daily by each driver
Vehicle Cleaning and Washing	1x/wk min & as needed
Periodic Vehicle Detailing Service	Per Contract or Annually
Preventive Maintenance Service – A	30 Days/3,000 Miles
Preventive Maintenance Service – Brakes	Customized to Duty Cycle



Preventive Maintenance Service – Engine	Per Manufacturer Specs
Preventive Maintenance Service – Transmission	12,000 Miles
Preventive Maintenance Service – Cooling System	Annually Plus Testing
Preventive Maintenance Service – Electrical System	Annually Plus Testing
Preventive Maintenance Service – AC Systems	Annually
Preventive Maintenance Service – Wheelchair Lifts	Annually
Steam Cleaning	As Required
Emission Control Compliance	As required by law

Preventive Maintenance Inspection – A

Vehicles are inspected every 20 to 21 working days or, for higher mileage vehicles, 200-250 miles in advance of the 3,000-mile mark. This schedule will result in a service interval that always exceeds that which is required in the specifications. We have found that our shops are better able to adapt to a schedule based on shop working days than on calendar days. This aggressive schedule exceeds all regulatory requirements and allows us to move more repairs into the preventive and predictive categories. The inspections use the vehicle manufacturers and component manufacturer’s recommended severe service cycles as well as all seasonal or campaign work that may be required. The vehicle repair history is reviewed and any scheduled predictive maintenance items or open defects are repaired at this time.

Tire maintenance is also accomplished at the A inspection including proper inflation, notation of any irregular wear pattern which might indicate necessary balance or alignment, immediate replacement of any tire which will, in the judgment of the technician, exceed authorized wear tolerance prior to the next scheduled inspection. Tires are not allowed to be operated if they exceed more than 3/32 inch tread depth. Tire rotation is accomplished at every other "A" inspection.

Preventive Maintenance Inspection - Brakes

At the time that we take over a fleet of vehicles on a new contract a thorough examination of the vehicle history is made to develop a specific brake maintenance interval targeted to the duty cycle and repair experience. These intervals are evaluated on a continual basis and supplemented by careful inspection of brake condition on each “A” inspection. If the “A” inspection shows a need for earlier brake maintenance the inspection will be conducted either immediately or at another interval, which will allow us to effectively address the condition.



Careful measurements are taken and recorded at each brake inspection so that a wear profile can be developed for each type of vehicle in the fleet. This wear profile is then used to refine the preventive maintenance scheduling. The brake inspection incorporates a step where the foreman reviews the brake work just prior to re-installation of the wheels and/or drums.

Preventive Maintenance Inspection - Engine

Engine technology has evolved to the point where no single policy can address all of the requirements for engine services. We develop a specific program, based on manufacturer's severe service recommendations, for each facility, which addresses the engine models in the fleet. This program includes written forms providing effective direction for the technician in accomplishing the service.

Preventive Maintenance Inspection - Transmission

Transmissions are maintained in accordance with the individual manufacturer's severe service recommendations and in all cases will include filter and fluid changes at the 12,000-mile interval required in the specifications. This aggressive schedule, combined with regular fluid analysis, will ensure optimal transmission life and minimize service interruptions for transmission failures.

Preventive Maintenance Inspection – Cooling System

Cooling system maintenance has become an important step for ensuring that the maximum life is obtained from engines. On an annual basis each cooling system will be tested to ensure that appropriate concentrations of cooling system additives are maintained to optimize engine life.

Preventive Maintenance Inspection – Electrical System

Accessible transit service is hard on electrical systems, due in great part to the frequent cycling of wheelchair lift equipment. On an annual basis each electrical system will be thoroughly tested to ensure optimal performance. This inspection will include a battery load test to disclose the need for replacement of any weakening batteries while also comprehensively testing the charging system to ensure the battery will not fail due to system malfunction.

Preventive Maintenance Inspection – Air Conditioning System



Air conditioning systems are maintained in specific conformity to each manufacturer's requirements. Southland treats every vehicle with any portion of the Air Conditioning system inoperative as a "down bus" thus requiring repair before the vehicle is returned to service. We ensure that every one of our night shift mechanics have the full capability to diagnose and repair air conditioning systems. All repairs and maintenance functions are performed by certified mechanics in strict conformity to current environmental standards for air conditioning service. Monthly reporting on the Preventive Maintenance Monthly Form documents all air conditioning preventive maintenance. The single most important step in effective air conditioning system maintenance is insuring, at each "A" inspection that the condensers are cleaned out so as to insure effective airflow from the condenser fan. Annually, during the month of March and in this case upon taking over the vehicles, a specific campaign will be undertaken to ensure that each air conditioning system is adequately prepared to provide effective service throughout the season when air conditioning performance will be maximized. This inspection will include, state of charge, condition of compressors and compressor drive systems, and condition of the condenser.

Preventive Maintenance Inspection – Wheelchair Lift Equipment

During each Preventive Maintenance Inspection a thorough check of the wheelchair lift equipment is undertaken. Wheelchair lifts are tested with a minimum of 500 pounds deadweight and 750 pounds maximum weight to ensure compliance with ADA requirements. On an annual basis a detailed inspection is done of every lift component to ensure that wear is within acceptable standards. This inspection is done with all shields and panels removed so that every element of the system can be seen and evaluated. Particular attention is paid to wear at pivot/swivel points, integrity of barrier mechanisms, fluid leakage, wiring integrity, and general structural integrity.

Preventive Maintenance Service – Steam Cleaning

Each vehicle's engine compartment and undercarriage will be subject to steam cleaning at least once a year, and more often as necessitated as part of responding to a fluid leak. Any vehicle that is subject to a fluid leak repair is referred for steam cleaning prior to its return to service. Our Maintenance Directors are especially attuned to insuring that steam cleaning does not become a replacement for the repair of minor fluid leaks.

Service Vehicle Maintenance Record Keeping

Southland Transit has developed its own proprietary maintenance management system. The system was built in Microsoft Access in consultation with Simetra Systems, our long time data management and reporting system partner. Unlike many off the shelf programs this system was designed specifically for passenger transportation vehicle maintenance and maintenance management. Our system features all of the following capabilities:



- Preventive maintenance scheduling for four separate levels of preventive maintenance.
- Fuel consumption tracking (also provides mileage inputs for PM scheduling).
- Repair order management with technicians entering their repairs directly into the system.

- Storage of frequently used repair operations to minimize input.

- Storage of parts data to assist in inventory management and further minimize data input.

- Vehicle inventory management.

- Road-call reporting.

- Complete vehicle maintenance cost reporting.

- Maintenance schedule compliance reporting.

- Tracking of warranty repairs

Furthermore, all of the maintenance files also contain the following:

- Make
 - Model
 - Serial Number/County Fleet Number
 - License Number
 - Date Received
 - Unit Repairs
 - PMI Reports
 - Daily Pre-Trip Service Vehicle Inspection Reports
 - Daily Post-Trip Service Vehicle Inspection Reports
-
- Work Orders

Maintenance and Accident Reporting



Southland Transit maintains an individual file for each vehicle that documents, by date of action, all preventative maintenance functions including warranty work and any other pertinent maintenance data, including but not limited to fuel, lubricants and other fluid use. Maintenance work shall be performed as specified in this Agreement.

Records are kept in the individual vehicle file of any accident in which the vehicle has been involved, including the repair work required to return the vehicle to service.

All accidents that involve passenger injuries or vehicle damage which are expected to exceed \$500 will be reported to the County within one (1) hour of occurrence of the accident. All other accidents and or incidents will be reported to the County within twenty four (24) hours.

In the event of any accident, Southland Transit's personnel are trained to comply with all applicable State laws, rules and regulations.

Southland Transit's computerized maintenance management system maintains detailed maintenance records. Reports can be generated in a form that will be acceptable to the County. Our reporting system currently meets all requirements of the California Highway Patrol.

Records and reports shall include, but not be limited to, the following:

- Daily vehicle inspection and servicing checklists;
- Work orders for all maintenance inspections, warranty repairs and other vehicle repairs including materials, parts and labor consumed;
- Road call reports, or work orders, for each road call identifying date and time, vehicle number, problem and mileage of vehicle;
- Monthly summary listing by vehicle: mileage, miles since last preventative maintenance inspection and road calls.

It is understood that the County of Los Angeles reserve the right to review maintenance records, inspect any vehicle and by notice to Southland Transit; reject any vehicle, for service, temporarily or permanently. Southland Transit will be responsible for correcting all deficiencies identified during the inspections.

Staffing Plan/Maintenance Plan

Staffing Plan

Project & Data Manager

Michelle Buie is proposed project manager for this service. Michelle will provide the overall project management of this project and be the primary liaison with the County. Michelle will oversee all reporting and the drivers assigned to this service.

Director of Safety & Training/Project Safety Official

Joleen Judd will serve as our Safety and Training Manager for this project. Joleen is a TSI Certified transit instructor and experienced community transportation professional. Joleen sets the tone for the safe delivery of services of the passengers and will continue to train new operators and re-train existing one as needed..

Maintenance Manager

Wayne Seale has been our El Monte facility Maintenance Manager since 2001. He has worked extensively in highly regulated environments under contract with transit agencies. Wayne will continue to manage the maintenance aspects of this contract to ensure reliable service remains constant and that all preventive maintenance is followed.

Road Supervisors

The Road supervisors at the El Monte Operations Center are fully licensed and certified operators, who when necessary can fill a route, pick up a passenger, or drive a replacement bus to a road call. The positions are full time. Road Supervisor duties include, but are not limited to the following: Ensure quality service delivery on a regular basis; Facilitate fleet deployment while performing pre-trip and post-trip inspections; Monitor and document on-time performance; Provide extensive





field support in an effort to minimize Service interruption; and, address specific Service problems and Service interruptions.

Dispatchers

Southland Transit currently has dispatchers assigned during all hours of service operations to maintain contact with the drivers and to respond to requests from the County. Dispatchers are responsible for coordinating vehicle and driver assignments, monitoring radio traffic for service quality, and responding to service interruptions.



Maintenance Personnel

As quality maintenance is an essential element of service quality we are committed to the continual training and upgrading of our maintenance employees' skills. We use multiple sources for mechanic training including the courses and resources offered by the manufacturers, vendors, as well as the National Institute for Automotive Service Excellence (ASE), the Service Technicians Society, and the Transportation Safety Institute. We have established financial incentives for technicians to attain ASE certification.

We identify training sources and work with the maintenance staff to arrange their schedule to attend training or study for certifications they need to further enhance their maintenance skills. After a member of our staff develops a new expertise through training, they are asked then to share that information and expertise with our other employees.

Vehicle Operators

As the current provider of these services Southland will continue highly qualified licensed and credentialed drivers. All operators will receive the highest levels of training to ensure they meet the standards of the County of Los Angeles.



Staff Percentage Breakdown

Position	Positions	Dedicated to Project		Shared with Non-County Projects
		Hrs/Wk	%	
Project Manager	1	10	25%	Yes
Safety Trainer/Project Safety Officer	1	5	20%	Yes
Road Supervisor	1	40	100%	Yes
Drivers	8	40	100%	No
Dispatchers	1	40	25%	
Maintenance Manager	1	8	20%	Yes
Mechanic	1	24	60%	Yes
Service Worker	1	17	42%	Yes

Communications Equipment

Telephone Service

Southland Transit will continue to operate and maintain the current phone number that is in use. The dispatch center is fully staffed to enable personnel to receive customer phone calls, assign Dial-A-Ride trips, and perform any other duties necessary to efficiently operate the service.

Southland provides appropriate multi-telephone lines so that busy signals are minimized for callers requesting information. All calls are queued and Southland Transit will have an appropriate number of call-takers on duty to answer telephone calls related to the Los Angeles County Dial-A-Ride Services.

Southland Transit's main telephone number is answered from 5:00 am to 10:00 pm for communication between our dispatch personnel, the Project Manager, and the County of Los Angeles. During non-business hours, Southland has an answering device with a recorded message advising the caller to call back during the regular transit service hours.

Voice & Data Radios / Radio Frequencies

Vehicles are equipped with a two-way radio system sufficient for clear communications throughout the service area at all times, and between the service area and the



operations/maintenance base of Southland Transit. The radio equipment is available for dispatching as well as emergency situations (such as accidents and mechanical breakdowns).

Southland Transit is able to immediately dispatch substitute buses and/or police, fire, or medical help in the case of an emergency. Southland Transit uses state-of-the-art radio communications systems, rather than rely on unreliable cell phone coverage. Southland Transit is one of the few companies in the region to have access to a full-time company-owned communications shop. MDT's, voice and data radios are installed and maintained by professional technicians dedicated to STI and our affiliated companies.

The handling of communication over the radio is a part of the training of all drivers in the company to ensure that the use of the radio is done in the appropriate manner and at the appropriate times. Southland Transit uses a private communications network for all communications between our El Monte facility dispatch center and service vehicles. Our network fully covers the service area.

Each County bus and Southland supplied spare buses are equipped with mobile radios. Our company has a fully-equipped "Radio Shop" to maintain the equipment and necessary base station. We contract with an outside firm to supply the repeaters required for full coverage. Our companies own all the frequencies that are required.

Internet Access, E-Mail

Southland Transit has unique e-mail addresses for all supervisor and management level individuals. County staff may use the following e-mail addresses for contact with our staff.

- Michelle Buie: mbuie@southlandtransit.com
- Scott Transue: stransue@southlandtransit.com
- Wayne Seale: wayne@southlandtransit.com
- Joleen Judd: jjudd@southlandtransit.com

Both Michelle Buie and Scott Transue are able to respond to e-mail request via smart phones.

Business Contact Telephone Number

The "main" business number for Southland Transit is: 626.258.3380. That number is answered between the hours of 6:00am and 10:00pm seven days per week.

- Direct telephone number for Sophorn Srey is: 626.258.1310
- Direct telephone number for Scott Transue is: 626.258.1310



24-Hour Contact

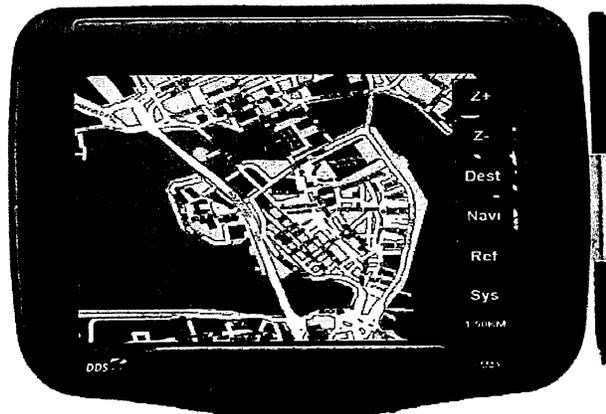
Southland Transit provides company owned cell phone to key managers and supervisors for 24-hour accessibility in case of emergencies. Upon notification of award the cell phones will thereby be made available to the County as requested.

Dispatching

Southland Transit and our sister companies have been leaders in the development of computerized dispatch system. We have worked closely with TSS Wireless of Glendale to develop a comprehensive dial-a-ride reporting system that is now an integral element of our operating environment. Over the years we have gained considerable experience with the system we are proposing for this project. The Trapeze system, both its reservation function and its dispatching function integrated with Mobile Data Terminals (MDTs) are part of the equation. While Trapeze has not had an effective Mobile Data Terminal integration with their system we have developed an efficient way to export from Trapeze to the industry standard MDT from Digital Dispatch Systems (DDS). One of the challenges with software from one company and hardware from another is effective integration. Our option uses the Trapeze system for client registration, reservations and scheduling; the TSS Wireless 5M system for dispatching and DDS MDCs. This option enables Southland to quickly implement a comprehensive system that will exceed contract standards. Southland is in its fourteenth year using Trapeze Software to manage Reservations, Scheduling and Dispatch for demand responsive operations. We have assembled southern California's most talented group of Trapeze practitioners that will provide the County of Los Angeles with the security of knowing that we have met and can meet any challenge in demand response service. In addition, we have worked hand-in-hand with the developers at TSS Wireless to ensure that vital communication between the dispatch system and the MDTs is as effective and efficient as possible.

Dispatch Technology

Southland Transit has become the southern California leader in using the power of automated dispatching to improve productivity for our customers. We began using the computerized dispatch system in 1997.





It is important to note that Southland knows how to optimize and use the technology in real service delivery. We have worked closely with Trapeze during our growth. Our company has a team that understands very clearly the challenges and the opportunities presented by high-performance computer assisted dispatch software and are able to maximize its benefits. The real advantage is that Southland experts are local. We have, on staff, expert Trapeze professionals. Should a problem arise in the Operations Center, an expert is not a plane ride away but right on site. Usage of the Trapeze software provides many advantages, especially improvement of the reservations process and the delivery of highly productive, on-time service.

- ✓ The dispatch system provides powerful tools to assist in identification of trips that would be candidates for transfer to taxi. In particular the "schedule editor" function allows the controller to follow the vehicle around its scheduled tour electronically and will highlight those pickups that are not effectively linked with other services.

Vehicle Storage, Maintenance, and Fueling Facilities

Operations, Administration, Maintenance and Storage services will be provided at our existing El Monte Operations Center located at 3650 Rockwell Avenue in El Monte. This is our primary east county base which serves as our parking facility for vehicles in service to the Cities Alhambra, El Monte, Baldwin Park, Pico Rivera, and Arcadia, as well as the LA County projects.



The facility has a total area of 4.2

acres with all paved parking areas and a fully equipped maintenance shop and permitted vehicle wash facility. The maintenance facility is over 20,000 square feet.

Both the El Monte facility and East LA Facility have:

- Enclosed workspace that allows maintenance personnel to service vehicles and be protected from the weather.





- The concrete shop floor is capable of withstanding the maximum weight of County Service Vehicles.
- The security-fenced, paved, and lighted parking area has adequate spaces for overnight vehicle parking.

- The shop area includes a heavy-duty compressed air supply; tire-changing equipment; and, battery maintenance equipment and spare batteries.

- Vehicle lubrication equipment is available in the service area.

- All tools and equipment are on-site that are necessary to perform required preventive maintenance and to service vehicles, perform component adjustments, and make mechanical repairs. Southland supplies all tools above 3/4 inch and all diagnostic equipment required to maintain revenue vehicles.



- The site includes a covered wash bay with all the equipment necessary to wash and clean vehicles in accordance with this Contract already installed.
- The maintenance area includes secured storage area for tools, equipment, and parts.
- Our shop area includes an American National Standard Institute (ANSI) approved portable hydraulic lift capable of fully lifting the heaviest of County Service Vehicles six feet above the floor for maintenance purposes.

- The El Monte facility has a fueling facility for liquefied petroleum gas (LPG). We have an agreement with the City of El Monte to be able to fuel compressed natural gas (CNG) vehicles.

Our facilities are a very short distance to the County of Los Angeles Dial-A-Ride Services area thus minimizing deadhead miles, wasting fuel, and ensuring the vehicles last longer.





ADA Compliance

Southland Transit has developed policies and procedures to respond to in-service vehicle failures. All revenue vehicles that are used on the project will be equipped with mobile radios. If a problem arises the driver radio dispatch and describes the situation. The dispatcher fills out a Road Call report and immediately notifies the "on-call" mechanic. The on-call mechanic carries the "on-call cell phone" so that the dispatcher can make quick contact. Depending on the situation a mechanic will be dispatched with in the service truck to make repairs on the road or a spare vehicle will be deployed to resume service and the disabled vehicle will be transported back to the maintenance facility or both.



By virtue of being centrally located near the Sunshine Shuttle Service Area we are able to rapidly respond to emergencies and vehicle breakdowns within thirty (30) minutes.

We also emphasize ADA Compliance within our training program to ensure all passengers are treated equally without discrimination and an emphasis on the various types of mobility devices are discussed that will be encountered by vehicle operators within the field. We maintain an ADA Compliant training bus to demonstrate all of the ADA features an operator must be aware of.

California Highway Patrol (CHP) Annual Inspections

Southland Transit is very proud of our safety record when it comes to California Highway Patrol (CHP) Inspections. Please refer to Exhibit 8 which contains copies of our CHP Inspections.

Transit Security Plan

Southland Transit takes Transit Security very seriously. Our Director of Safety & Training is National Incident and Management System (NIMS) Certified. We have attached a copy of our Safety Security and Emergency Preparedness Plan (SSEPP) within Exhibit 6 for your review.



7. Quality Assurance

Southland Transit will create and maintain a Quality Control Plan to that will ensure that the requirements of this contract are met. STI will submit an updated copy to the Contract Manager prior to the contract start date and whenever any changes occur.

The plan, at a minimum, will include:

- Identify performance measures that will be monitored and evaluated on both scheduled and random (non-scheduled) basis. The plan will provide a schedule of monitoring activities and identify the individuals responsible for collecting and evaluating the data.
- The plan will include the methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- The plan will include a reporting system that will maintain a file of all evaluations conducted by Southland and, if necessary, the corrective action taken. This documentation will available to the County staff.
- The methods for continuing service to the County in the event of a strike involving the Contractor's employees.

8. Subcontractors

Southland Transit confirms that we will not be sub-contracting any of the work performed under this contract.



9. Equipment/Proposer-Provided Service Vehicles

Transit Vehicles

Southland Transit acknowledges that the County will provide service vehicles and that STI will be responsible for the operation and maintenance of the vehicles, and for all costs for insurance, servicing, and storage.



Contractor-Provided Service Vehicles

We have carefully reviewed the requirements for contractor supplied vehicles as delineated in the RFP. Southland Transit currently has a 2008 Vehicle that meets the specifications and is listed more fully within the required forms section of our proposal.

Support Vehicles

Southland Transit has a vehicle for Road Supervision and service vehicles assigned to the Maintenance Department for road calls and maintenance support. These vehicles are in good operating condition and appearance.

Supplemental Service Vehicles

Southland Transit understands that should service demands increase, ridership exceed the capacity of existing vehicles or existing vehicles are no longer operable, our company may be directed to operate additional Contractor-Provided or County Service Vehicle(s) for Service on this project. We understand that the County will approve any vehicles prior to being placed into Service.

Southland Transit has a diverse fleet of vehicles and will be able to accommodate this request should the need arise.

General Terms for Transit Vehicles

Southland Transit has previously acknowledged receipt, condition, and working order of County Service Vehicles and equipment on other DPW projects. Southland Transit will maintain all vehicles, related accessories, equipment, and facilities required in good order and in a condition satisfactory to the DPW Contract Manager.



We acknowledge that STI is also prohibited from using County Service Vehicles or equipment for any purpose other than providing service as specified in the contract that would be a result of this process. At contract termination, Southland Transit will return and deliver County Service Vehicles, equipment, and all other peripheral equipment to County with no deferred maintenance or damages with the exception of reasonable wear and tear.

We acknowledge that the County staff may inspect County Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of County Service Vehicles and equipment at any time. STI will perform all the work necessary to correct any deficiencies noted.

Southland Transit agrees to repair or replace any County Service Vehicle and/or equipment, which may be damaged or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause. Replaced equipment will be with a County-approved exact duplicate or as stipulated by the Director. In lieu of replacement the County may accept, at the Director's sole option, insurance funds plus Southland's deductible or the County's Net Book Value whichever is greater within 90 days of any loss.

The County's Net Book Value of a Service Vehicle will be based upon the straight-line depreciation over the years of useful life.

Rates and Compensation

County Service Vehicles

We understand that the County will pay STI on a monthly basis an amount equal to the sum of the number of vehicle service hours specified provided with County service vehicles times the agreed upon hourly rate less any fares collected and any liquidated damages that may be assessed. We have provided our proposed rates within Form PW-2.

Contractor Service Vehicles

It is understood that when an STI vehicle is used in service the hourly rate will differ from that of a County provided vehicle. We have provided our proposed rates within Form PW-2.

Pass-Through Costs

Southland Transit understands that the County will allow STI to pass-through the



amounts necessary to cover the specific items if the Contract Manager has previously authorized the work in writing prior to our initiation of work for the item. Our claims for payment of pass-through costs will include all supporting documentation of costs, approvals, and copies of vendor invoices.

10. Financial Resources

Financial Information

Southland Transit, Inc. is one of the strongest locally owned transportation companies in the region. Please find, under separate cover, reviewed financial statement for the last two (2) company fiscal year ending December 31, 2012. Financial statements are considered proprietary and confidential. Southland Transit, Inc. requests that the information be reviewed only by qualified individuals who understand the information provided and that those individuals be limited to the least number of people necessary.

Our financials are provided within a spate sealed manila envelope marked CONFIDENTIAL.

11. Licenses and Certifications

Southland Transit is very committed to ensuring all of our maintenance staff have available to them the option of pursuing additional licenses and qualifications. We have also attached all licenses and certifications for all of our current drivers performing work under this contract within the required forms section of our proposal.

We have also attached all National Institute for Automotive Service Excellence (ASE) Certification as well as a Motor Vehicle Air Conditioning Certification from an EPA approved program.

12. Insurance

As you know Southland Transit has held many contracts with the County of Los Angeles and provides all the necessary Insurance per the County's standards.

Furthermore, Southland Transit acknowledges that we will comply with the following provisions as stipulated in this RFP and as we have affirmed in form PW-16.



13. Record Keeping

As the incumbent provider of services for the County of Los Angeles, we have, in place, controls to meet all reporting requirements for Los Angeles County Living Wage Ordinance and all State and Federal reporting requirements. Please refer to for LW-9 for complete details.

14. Forms List

We have attached the following forms following the narrative of our proposal.

15. Subcontractors' Forms List

Southland Transit confirms that we will not be utilizing any subcontractors on these services.

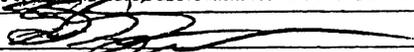
16. Living Wage Ordinance – Application for Exemption

Southland Transit confirms that we will not be applying for an exemption from the Living Wage Ordinance.

17. Additional Information

"There is no additional information we wish to present."

VERIFICATION OF PROPOSAL

DATE: , 2013		THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:	
1. This Declaration is given in support of a Proposal for a Contract with The County Of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.			
2. Name of Service: Sunshine (South Whittier) Shuttle Service (2013-PA027 Southland Transit, Inc.			
DECLARANT INFORMATION			
3. Name Of declarant: Southland Transit, Inc.			
4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s).			
5. My Title, Capacity, Or Relationship to the Proposer(s) is: Vice President/COO			
PROPOSER INFORMATION			
6. Proposer's full legal name: Southland Transit, Inc.		Telephone No.: (626) 258 1310	
Physical Address (NO P.O. BOX): 3650 Rockwell Avenue		Mobile No.: (619) 734 5842	
e-mail: Stransue@southlandtransit.com		Fax No.: (626) 258 1329	
County WebVen No.: 457961	IRS No.: 95-4866709	Business License No.: N/A	
7. Proposer's fictitious business name(s) or dba(s) (if any): None CA			
County(s) of Registration:	State:	Year(s) became DBA: N/A	
8. The Proposer's form of business entity is (CHECK ONLY ONE):			
<input type="checkbox"/> Sole proprietor	Name of Proprietor:		
<input checked="" type="checkbox"/> A corporation:	Corporation's principal place of business: 3650 Rockwell Avenue		
	State of incorporation: CA	Year incorporated: 2001	
<input type="checkbox"/> Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts	President/CEO: Secretary:		
<input type="checkbox"/> A general partnership:	Names of partners:		
<input type="checkbox"/> A limited partnership:	Name of general partner:		
<input type="checkbox"/> A joint venture of:	Names of joint venturers:		
<input type="checkbox"/> A limited liability company:	Name of managing member:		
9. The only persons or firms interested in this proposal as principals are the following:			
Name(s) Timmy Mardirossian	Title President/CEO	Phone (626) 258 1310	Fax (626) 258 1329
Street 3650 Rockwell Avenue	City El Monte	State CA	Zip 91731
Name(s) Scott Transue	Title Vice President/COO	Phone (626) 258 1310	Fax (626) 258 1329
Street 3650 Rockwell Avenue	City El Monte	State CA	Zip 91731
10. Is your firm wholly or majority owned by, or a subsidiary of another firm? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of parent firm: _____ State of incorporation/registration of parent firm: _____			
11. Has your firm done business under any other name(s) within the last five years? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list the other name(s): Name(s): _____ Year of name change: _____ Name(s): _____ Year of name change: _____			
12. Is your firm involved in any pending acquisition or merger? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, indicate the associated company's name: _____			
13. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.			
14. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.			
I declare under penalty of perjury under the laws of California that the above information is true and correct.			
Signature of Proposer or Authorized Agent: 			Date: September 25, 2013
Type name and title:		Scott Transue, Vice President/COO	

SCHEDULE OF PRICES

FOR

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE (2013-PA027)

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP)

for the following price(s). The Proposer rate(s) (hourly, monthly etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	DESCRIPTION	HOURLY RATE	ESTIMATE ANNUAL HOURS	Proposed Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$49.49 /HOUR	10,875	\$538,173 538,203.7
2.	Rate for Contractor-Provided Service Vehicle 1	\$50.82 /HOUR	1,200	\$60,985 60,984-
ESTIMATED TOTAL ANNUAL HOURS			12,075	
TOTAL PROPOSED ANNUAL PRICE				\$599,158
				599,187.15 ⁴
LEGAL NAME OF PROPOSER				
Southland Transit, Inc.				
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL				
				
TITLE OF AUTHORIZED PERSON				
Vice President/COO				
DATE	STATE CONTRACTOR'S LICENSE NUMBER		LICENSE TYPE	
9.25.2013	Not Applicable		Not Applicable	
PROPOSER'S ADDRESS:				
3650 Rockwell Avenue El Monte, CA 91731				
PHONE	FACSIMILE	E-MAIL		
(626) 258 1310	(619) 734 5842	Stransue@southlandtransit.com		

1 It is estimated that Contractor-provided vehicles may be needed in place of County-provided vehicles for 10% of the total annual hours.

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: Southland Transit, Inc.		
Company Address: 3650 Rockwell Avenue		
City: El Monte	State: CA	Zip Code: 91731
Telephone Number: (626) 258 1310		
(Type of Goods or Services):		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.

Part I: Jury Service Program Is Not Applicable to My Business

- My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

 "Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

 "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

Part II: Certification of Compliance

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Scott Transue	Title: Vice President/COO
Signature: 	Date: September 25, 2013

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: Sunshine (South Whittier) Shuttle Service (2013-PA027)
 SERVICE BY PROPOSER: South Coast Transit, Inc.
 PROPOSAL DATE: September 30, 2013

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2008	2009	2010	2011	2012	Total	Current Year to Date
1. Number of contracts.	25	24	22	20	17	108	15
2. Total dollar amount of Contracts (in thousands of dollars).	43,960	33,455	34,097	32,581	30,831	174,904	27,821
3. Number of fatalities.	0	0	0	0	0	0	0
4. Number of lost workday cases.	26	14	11	13	8	72	6
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	4	0	0	0	0	4	0
6. Number of lost workdays.	2,461	1,099	598	619	437	5,614	311

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Name of Proposer or Authorized Agent (print): Scott Transue Signature:  Date: September 25, 2013

CONTRACTOR'S DRIVER SAFETY RECORD

The requested information must include all bus operations related work undertaken within the State of California by the Proposer and/or any partnership, joint venture, or corporation that any principal of the Proposer participates in as a principal or owner during the last five-calendar years. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual Proposer. Proposer may attach any additional information and/or explanation of the data, which the Proposer would like taken into consideration by the County in evaluating the Proposer's drivers' safety record. An explanation must be attached for circumstances surrounding any and all fatalities within the last five-calendar years.

The Proposer shall provide below its total number of Bus Revenue Service Miles, its total number of National Transit Database (NTD) reportable bus accidents and fires, and its total number of bus fatalities, if any, for each of the last five-calendar years. The NTD uses the following Federal Transportation Authority's definition of a reportable accident:

- a. Injuries requiring immediate medical attention.
- b. Property damage equal to or greater than \$7,500, including all damage (transit and nontransit) resulting from the accident.
- c. All nonarson fires that occur in a revenue service bus (operating in or out of revenue service).

Five-Calendar Years Prior to Current Year

	2008	2009	2010	2011	2012	Five-Year Average
1 Total Bus Revenue Miles	170,661	1,989,627	9,431,570	9,889,112	9,523,184	11,756,807
2 Total Number of NTD Reportable Accidents	29	64	0	27	29	46
3 Total Number of Fatalities	0	0	0	0	0	0
4 Rate of Accidents/100,000 Bus Revenue Miles	0.46	0.49	0.16	0.18	0.20	0.298
5 Rate of Fatalities/100,000 Bus Revenue Miles	0.00	0.00	0.00	0.00	0.00	0.00

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Southland Transit, Inc.

Name of Proposer

3650 Rockwell Ave.

Address

F Monte

City

91731

Zip Code

Signature

216255

PUC Permit Number and Classification

(626) 258-1310

Telephone Number

CONFLICT OF INTEREST CERTIFICATION

I, Scott Transue

- sole owner
- general partner
- managing member
- President, Secretary, or other proper title) Vice President/COO

of Southland Transit, Inc.
Name of proposer

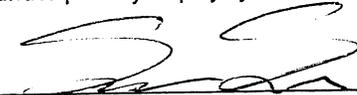
make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed 

Date September 25, 2013

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Southland Transit, Inc.

PROPOSED CONTRACT FOR: Sunshine (South Whittier) Shuttle Service (2013-PA027Southland Transit, Inc.

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed

SERVICE: Whittier Dial-A-Ride	SERVICE DATES: 1999 to present
DEPT/DISTRICT: Department of Public Works	
CONTACT: Jordan Catanese	
TELEPHONE: 626-458-3964	
FAX: 626-972-5359	
EMAIL: jcatanese@dpw.lacounty.gov	

SERVICE: East LA Dial-A-Ride	SERVICE DATES: 1994 to present
DEPT/DISTRICT: Department of Public Works	
CONTACT: Sandra Perez	
TELEPHONE: 626-458-3955	
FAX: 626-972-5359	
EMAIL: saperez@dpw.lacounty.gov	

SERVICE: South Whittier Shuttle	SERVICE DATES: 2006 to present
DEPT/DISTRICT: Department of Public Works	
CONTACT: Vanessa Rachal	
TELEPHONE: 626-458-3960	
FAX: 626-972-5359	
EMAIL: vrachal@dpw.lacounty.gov	

SERVICE: Avocado Heights/E Valinda	SERVICE DATES: 2005 to present
DEPT/DISTRICT: Department of Public Works	
CONTACT: Vanessa Rachal	
TELEPHONE: 626-458-3960	
FAX: 626-972-5359	
EMAIL: vrachal@dpw.lacounty.gov	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: ADA Paratransit Service	SERVICE DATES: 2006 to present
DEPT/DISTRICT: Riverside Transit Agency	
CONTACT: Virginia Wery	
TELEPHONE: 951-565-5184	
FAX: 951-538-2503	
EMAIL: VWery@riversidetransit.com	

SERVICE: Fixed Route Transit	SERVICE DATES: 2005 to present
DEPT/DISTRICT: LA County MTA	
CONTACT: Liz Carter	
TELEPHONE: 213-922-2802	
FAX: 213-922-4316	
EMAIL: saperez@dpw.lacounty.gov	

SERVICE: Fixed & Flex Route Transit	SERVICE DATES: 2004 to 2011
DEPT/DISTRICT: San Diego MTS	
CONTACT: John Davenport	
TELEPHONE: 619-595-3087	
FAX: 619-595-9502	
EMAIL: john.davenport@sdmts.com	

SERVICE: ADA Paratransit	SERVICE DATES: 2005 to present
DEPT/DISTRICT: ACCESS Services, Inc.	
CONTACT: Shelly Verinder	
TELEPHONE: 213-270-6000	
FAX: 213-270-	
EMAIL: verinder@asila.org	

SERVICE: Developmentally Disabled Trans	SERVICE DATES: 2001 to present
DEPT/DISTRICT: North LA County Regional Center	
CONTACT: Susan Pittman	
TELEPHONE: 818-756-6116	
FAX: 818-756-6130	
EMAIL: spittman@nlacrc.org	

SERVICE: Fixed Route & DAR	SERVICE DATES: 2001 to present
DEPT/DISTRICT: City of West Covina	
CONTACT: Scott Smilowitz	
TELEPHONE: 626-814-8431	
FAX: 626-814	
EMAIL: agonzalez@covinaca.gov	

SERVICE: Fixed Route & DAR	SERVICE DATES: 1998 to present
DEPT/DISTRICT: City of Alhambra	
CONTACT: Mary Chavez	
TELEPHONE: 626-570-5067	
FAX: 626-576-8526	
EMAIL: MChavez@cityofalhambra.org	

SERVICE: General Public DAR	SERVICE DATES: 1975 to present
DEPT/DISTRICT: City of Arcadia	
CONTACT: Linda Hui	
TELEPHONE: 626-574-5435	
FAX: 626-447-3309	
EMAIL: lhui@ci.arcadia.ca.us	

SERVICE: Fixed Route & DAR	SERVICE DATES: 2002 to present
DEPT/DISTRICT: City of El Monte	
CONTACT: Gwynn Stevens	
TELEPHONE: 626-580-2217	
FAX: 626-580-2238	
EMAIL: dmoraza@ci.el-monte.ca.us	

SERVICE: Fixed Route & DAR	SERVICE DATES: 2008 to present
DEPT/DISTRICT: City of Rosemead	
CONTACT: Chris Marcarello	
TELEPHONE: 626-569-2118	
FAX: 626 307-9218	
EMAIL: cmarcarello@cityofrosemead.org	

SERVICE: Dial-A-Ride	SERVICE DATES: 1994 to present
DEPT/DISTRICT: City of Glendale	
CONTACT: Kathryn Engel	
TELEPHONE: 818-548-3960	
FAX: 818-4097027	
EMAIL: KEngel@ci.glendale.ca.us	

SERVICE: Trolley & Dial-A-Ride	SERVICE DATES: 2000 to 2011
DEPT/DISTRICT: City of Monrovia	
CONTACT: Craig Jimenez	
TELEPHONE: 626-932-5537	
FAX: 626-932-5580	
EMAIL: cjimenez@ci.monrovia.ca.us	

SERVICE: Dial-A-Ride	SERVICE DATES: 2000 to present
DEPT/DISTRICT: City of Pico Rivera	
CONTACT: Raymond Chavez	
TELEPHONE: 562-801-4388	
FAX: 562-801-4765	
EMAIL: rchavez@pico-rivera.org	

SERVICE: Fixed Route & DAR	SERVICE DATES: 1994 to present
DEPT/DISTRICT: City of La Puente	
CONTACT: Beth Chow	
TELEPHONE: 626-855-1500	
FAX: 626-330-4000	
EMAIL: commdev@lapuente.org	

SERVICE: Dial-A-Ride	SERVICE DATES: 2008 to 2011
DEPT/DISTRICT: City of Covina	
CONTACT: Alex Gonzales	
TELEPHONE: 626-348-5519	
FAX: 626-348-5479	
EMAIL: agonzalez@covinaca.gov	

SERVICE: Employee Shuttle	SERVICE DATES: 2006 to present
DEPT/DISTRICT: CareFusion	
CONTACT: Frank Moton Jr	
TELEPHONE:	
FAX:	
EMAIL:	

SERVICE: Employee Shuttle	SERVICE DATES: 2005 to present
DEPT/DISTRICT: Science Applications International Corporation	
CONTACT: Debra Gutzmer	
TELEPHONE: 858-626-6333	
FAX: 858-626-6333	
EMAIL: DEBRA.L.GUTZMER@saic.com	

SERVICE: Qualcomm Shuttle	SERVICE DATES: 2005 to present
DEPT/DISTRICT: City of San Diego	
CONTACT: Michelle Keley	
TELEPHONE: 619-641-3107	
FAX: 619-283-0460	
EMAIL: MKelley@sandiego.gov	

SERVICE: Developmentally Disabled Transit	SERVICE DATES: 2001 to present
DEPT/DISTRICT: Kern Regional Center	
CONTACT: Michal C Clark	
TELEPHONE: 661-327-8531	
FAX: 661-324-5060	
EMAIL: krcmail@kernrc.org	

Additional LA County Contract

SERVICE: El Sol Shuttle Service	SERVICE DATES: July 2012 to Present
DEPT/DISTRICT: LA County DPW	
CONTACT: Annabelle Dubois	
TELEPHONE: 626-458-5100	
FAX:	
EMAIL: adubois@dpw.lacounty.gov	

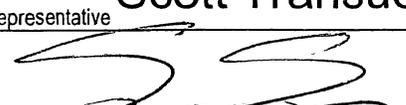
SERVICE: Customer Service	SERVICE DATES: September 2012 to Present
DEPT/DISTRICT: ACCESS Services	
CONTACT: David Foster	
TELEPHONE: 1-800-827-0829	
FAX:	
EMAIL: dfoster@asila.org	

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	Southland Transit, Inc.
Address	3650 Rockwell Avenue
Internal Revenue Service Employer Identification Number	95-4866709

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Proposer	Southland Transit, Inc.	
Authorized representative	Scott Transue	
Signature		Date September 25, 2013

**County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: **Southland Transit, Inc.**

My County (WebVen) Vendor Number: **457961**

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

As Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission, I request this proposal/bid be considered for the Local SBE Preference.

Attached is a copy of Local SBE certification issued by the County.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 650						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			2	3	85	89
Hispanic/Latino			4	6	210	129
Asian or Pacific Islander			2		40	5
American Indian					1	1
Filipino						
White	1		7	3	38	30

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Vice President/COO	Date: September 25, 2013
---	----------------------------------	---------------------------------

GAIN and GROW EMPLOYMENT COMMITMENT

The undersigned:

has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and General Relief Opportunity for Work (GROW) employment programs.

OR

declares a willingness to consider GAIN and GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and declares a willingness to provide employed GAIN and GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature 	Title Vice President/COO
Firm Name Southland Transit, Inc.	Date September 25, 2013

CHARITABLE CONTRIBUTIONS CERTIFICATION

Southland Transit, Inc.

Company Name

3650 Rockwell Avenue

Address

95-4866709

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

CERTIFICATION

YES

NO

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

(X)

()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586

()

()

September 25, 2013

Signature

Date

Scott Transue, Vice President/COO

Name and Title (please type or print)

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME: Southland Transit, Inc.		
COMPANY ADDRESS: 3650 Rockwell Avenue		
CITY: El Monte	STATE: CA	ZIP CODE: 91731

I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

I hereby certify that I meet all the requirements for this program:

- My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years (*attach IRS Determination Letter*);
- I have submitted my three most recent annual tax returns with my application;
- I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: Scott Transue	TITLE: Vice President/COO
SIGNATURE: 	DATE: September 25, 2013

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: Southland Transit, Inc.

Proposer has not had any contracts terminated in the past three years.

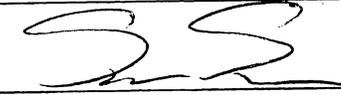
Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE 

DATE: September 25, 2013

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit, Inc.

- Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. Pending Litigation Threatened Litigation Judgment (check one)

1. Against Proposer; Principal; Both (check as appropriate)
2. Name of Litigation/Judgment: Mario Morales vs Southland Transit
3. Case Number: BC434143
4. Court of Jurisdiction: Los Angeles
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Lawsuit alleging missed meal breaks. We believed there was no merit to the case, however it was less costly to simply settle out of court.

B. Pending Litigation Threatened Litigation Judgment (check one)

1. Against Proposer; Principal; Both (check as appropriate)
2. Name of Litigation/Judgment: Julio Huayanca vs Southland Transit, Inc.
3. Case Number: KC065149
4. Court of Jurisdiction: Los Angeles
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

A case involving a pedestrian accident with our vehicle.

Signature of Proposer:  Date: September 25, 2013

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE (2013-PA027)

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

Southland Transit, Inc.

Proposer's Name

3650 Rockwell Avenue

Address

- If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.

- If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.

Signature of Proposer:



Date:

September 25, 2013

FORM PW-17

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Proposer certifies that:

It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

-OR-

I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Scott Transue	Title: Vice President/COO
Signature: 	Date: September 25, 2013

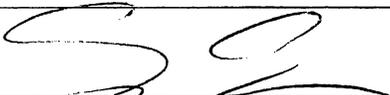
DISPLACED TRANSIT EMPLOYEE DECLARATION

In accordance with California Labor Code Sections 1070-1074, the County will give a preference to any proposer who declares on this form that they will retain the employees of the prior contractor and/or subcontractor. The undersigned declares:

that the Proposer will retain the employees of the prior contractor and/or subcontractor for a period of not less than 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will be given.

OR

that the Proposer does NOT agree to retain the employees of the prior contractor or subcontractor for a period of 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will NOT be given.

Signature 	Title Vice President/COO
Firm Name Southland Transit, Inc.	Date September 25, 2013

**SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE (2013-PA027)
PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFP**

PROPOSER MUST CHECK A BOX IN EVERY SECTION

Important Note: The information on this form is subject to verification and will not be used for scoring purposes.

Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFP, any inconsistencies or inaccuracy in the information provided in this form, or this form and your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

At the time of proposal submission, Proposer must meet the following minimum requirements:

1. Proposer must have the following minimum number of years of experience using the listed vehicles to provide the same or similar type of fixed route services for governmental or social service agency(ies):
 - Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
 - Three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Subcontracting is not allowed to meet this requirement.

- Yes. Proposer does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to support this minimum mandatory requirement for scoring of your proposal in this category).

Minimum three years of experience with compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Name of Service	Alhambra Community Transit
Number of Years Providing Above Service	15
Make of Vehicle	Blue Bird
Model of Vehicle	XL 102
Size/Length of Vehicle	40 Ft.
Fuel Type	CNG

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. The proposal may be disqualified, if incomplete or unresponsive statements are made.

We have operated this service using CNG Vehicles for the City of Alhambra for the past 15 years.

(Please attach additional pages if needed.)

AND

Minimum three years of experience with propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Name of Service	Rosemead Transit
Number of Years Providing Above Service	5
Make of Vehicle	GM
Model of Vehicle	C4500
Size/Length of Vehicle	32 Ft.
Fuel Type	32 Ft.

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. The proposal may be disqualified, if incomplete or unresponsive statements are made.

We have operated this Fixed Route Shuttle Service since 2008. These buses operate on Propane fuel and we have a wealth of experience with them.

(Please attach additional pages if needed.)

No. Proposer does not meet the experience requirement stated above.

2. Proposer's Project Manager must have the following minimum number of years of experience managing the same or similar type of fixed route service for governmental or social service agency(ies) using the listed vehicles:
- Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
 - Three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Subcontracting is not allowed to meet this requirement.



Yes. Proposer's Project Manager does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to support this minimum mandatory requirement in order to provide for scoring of your proposal in this category).

Minimum three years of experience with compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Name of the Employee	Michelle Buie
Number of Years Providing Above Service	5
Make of Vehicle	Blue Bird
Model of Vehicle	XL102
Size/Length of Vehicle	40 Ft.
Fuel Type	CNG

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. The proposal may be disqualified, if incomplete or unresponsive statements are made.

Michelle has managed the Alhambra Community Fixed Route Transit Service for the past 5 years. She is very knowledgeable and familiar with the operating characteristics of these buses.

(Please attach additional pages if needed.)

AND

Minimum three years of experience with propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Name of the Employee	Michelle Buie
Number of Years Providing Above Service	5
Make of Vehicle	GM
Model of Vehicle	C4500
Size/Length of Vehicle	32 Ft.
Fuel Type	Propane

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. The proposal may be disqualified, if incomplete or unresponsive statements are made.

Michelle has managed the Rosemead Fixed Route Transit Service for the past 5 years. She is very knowledgeable and familiar with the operating characteristics of these buses.

(Please attach additional pages if needed.)

- No. Proposer's Project Manager does not meet the experience requirement stated above.

3. Proposer or its Subcontractor's Maintenance Manager must have the following minimum number of years of experience in maintaining similar fleets of transit vehicles:
- Three years of experience in maintaining compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
 - Three years of experience in maintaining propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Yes. Proposer or its Subcontractor's Maintenance Manager does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to support this minimum mandatory requirement in order to for scoring of your proposal in this category).

Minimum three years of experience with compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Name of the Employee	Name: <u>Wayne Seale</u> Proposer _____ / Subcontractor _____ (check one)
Number of Years of Experience Servicing the above type of vehicle	19
Make of Vehicle Serviced	Blue Bird
Model of Vehicle Serviced	XL102
Size/Length of Vehicle Serviced	40 Ft.
Fuel Type of Vehicle Serviced	CNG

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. The proposal may be disqualified, if incomplete or unresponsive statements are made.

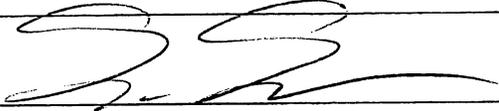
Wayne is an ASE Certified Master Mechanic who has worked on these buses for the past 15 years. He has also attended numerous training sessions on the subject of CNG.

(Please attach additional pages if needed.)

4. Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501.c). **Subcontracting is not allowed to meet this requirement.**
- Yes. Proposer does meet the minimum mandatory requirement stated above and has received a "**Satisfactory**" rating on the CHP's Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections.
- Proposer has received an "**Unsatisfactory**" rating on the CHP's Safety Compliance Inspections of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections, however, has remedied the problem by means of receiving a "**Conditional**" or "**Satisfactory**" rating within the CHP's 120-day reinspection period and/or received a "Conditional" rating and upgraded to a "**Satisfactory**" rating within the CHP's 180-day reinspection period as evidenced by the CHP Safety Compliance Inspection reports attached to proposal.
- No. Proposer does not meet the minimum mandatory requirement stated above. Proposer has received an "**Unsatisfactory**" rating and did not upgrade the rating to a "**Conditional**" or "**Satisfactory**" within the CHP's 120-day reinspection periods and/or received a "**Conditional**" rating and did not upgrade the rating to "**Satisfactory**" within the CHP 180-day reinspection period, whether on the initial inspection or the CHP reinspection, the Proposer will have failed this criteria.
5. Proposer's vehicle(s) must meet or exceed the service vehicle requirements as set forth in Exhibit I, Contractor Provided Service Vehicles Requirements. If the Proposer does not meet the service vehicle(s) requirement at the time of submission, but fully intends to comply if awarded the contract, the Proposer must provide an affirmative statement that upon start of the contract, the service vehicle(s) will comply with Exhibit I, Contractor-Provided Service Vehicles Requirements.
- Yes. Proposer does meet the spare service vehicle(s) requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.9, Equipment/Proposer-Provided Service Vehicles, please provide a detailed narrative in your proposal to support this minimum mandatory requirement).
- Proposer does not meet the spare service vehicle(s) requirement stated above at present, but fully intends to comply if awarded the contract. The Proposer will comply with the spare service vehicle requirements set forth in Part I, Section 2.A.9, Equipment/Proposer-Provided Service Vehicles. (This commitment is evident by Proposer's detailed plan which describes when and how the Proposer plans to meet the minimum required contractor spare vehicle requirements submitted in the proposal.)
- No. Proposer's does not meet the spare service vehicle(s) requirement stated above and does not intend to comply.

**SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE (2013-PA027)
PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFP**

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature 	Title Vice President/COO
Firm Name Southland Transit, Inc.	Date September 25, 2013

SUNSHINE (SOUTH WHITTIER) SHUTTLE SERVICE

PROPOSER'S COMPLIANCE WITH THE CERTIFICATION/LICENSING REQUIREMENTS OF THE RFP

PROPOSER MUST CHECK A BOX IN EVERY SECTION AND SUBMIT NAMES OF CERTIFIED/LICENSED PERSONNEL

Important Note: The information on this form is subject to verification and will not be used for scoring purposes.

Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFP, any inconsistencies or inaccuracy in the information provided in this form, or this form and your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

At the time of proposal submission, Proposer must meet the following Certification/Licensing requirements:

- Proposer or its Subcontractor must submit copies of all National Institute for Automotive Service Excellence (ASE) certification in H-4 ASE Transit Bus Brake Test for all maintenance personnel identified; or Proposer must submit an affirmative statement that all of Proposer's maintenance personnel assigned to this contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brakes Test. (Please use Form PW-21, Proposer's Compliance with the Certification/Licensing Requirements of the RFP.)

Yes. Proposer or its Subcontractor does meet the license/certification requirement stated above. In addition to responding on this form, please provide the names of all mechanic staff assigned to this Contract and indicate type of ASE certifications they possess, if any if any on the chart below.

If the employee does not have ASE Certificate, please indicate N/A.

Employees with ASE Certifications		
Employee Name	Types of Certification (List multiple, if applicable)	Directly Employed by the Contractor (Yes or No)
Wayne Seale	Master Medium Duty Heavy Technician, Master Auto Technician, Transit Bus Technician, CNG Certif 	Yes
Natividad Rodriguez	School Bus Technician/Medium Heavy Truck Technician	Yes
Jose Vazquez	Brakes, Transit Bus Technician, Medium Heavy Truck Technician, Cert. AC Tech	Yes
Teofilo Ponce	Brakes, Drive Train and Transmission, Heat, Ventilation, and AC, PMI	Yes

- Proposer or its Subcontractor does not currently employ personnel that meet the requirement, however, Proposer's maintenance personnel assigned to this Contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the A5 Automobile & Light Truck Brakes Test.

Complete the chart below. List all mechanic staff assigned to this Contract.

Mechanics Assigned to this Contract	
Employee Name	Types of Certification (List multiple, if applicable)
Teofilo Ponce	Brakes, Drive Train and Transmission, Heat, Ventilation, and AC, PMI
Jose Vazquez	Brakes, Transit Bus Technician, Medium Heavy Truck Technician, Cert. AC Tech
Natividad Rodriguez	School Bus Technician/Medium Heavy Truck Technician

- No. Proposer or its Subcontractor's mechanic staff assigned to this Contract does not meet the certification/licensing requirement stated above and the request to affirmative statement will not be provided.

2. Proposer or its Subcontractor shall submit a proof of Section 609 of the Clean Air Act: Motor Vehicle Air Conditioning certification from an EPA approved program or the equivalent ASE Refrigeration Recovery and Recycling Program certification for at least one member of their maintenance personnel identified under Number 1 of this Form.

- Yes. Proposer or its Subcontractor does meet the license/certification requirement stated above. (In addition to responding on this form, please provide the name of mechanic staff assigned to this Contract and indicate type of certification they possess, e.g. MACS or equivalent.)

Employee Name	Type of Certification
Ernesto Torres	ASE Refrigerant Recovery & Recycling Review and Quiz meeting the Section 609 Requirements by the EPA.

- No. Proposer or its Subcontractor's mechanic staff does not meet the certification/licensing requirement stated above.

3. Proposer has submitted copies of the Proposer's employees' valid State of California Department of Motor Vehicles Class B (with a minimum of a "P" endorsements) commercial driver's licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. **Subcontracting is not allowed to meet this requirement.**



Yes. Proposer has submitted copies of the Proposer's employees' valid State of California Department of Motor Vehicles (DMV) Class B (with a minimum of a "P" endorsement) commercial driver's licenses as well as any other required licenses or endorsements required by Federal, State, and local regulations. (In addition to responding on this form, as specified in Part I, Section 2.A.11, Licenses and Certifications, please provide copies in your proposal and provide the names of the staff assigned to this Contract and indicate type of certification they possess to support this minimum mandatory requirement).

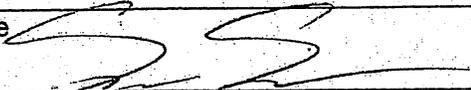
Employees with DMV Class B (with a minimum of a "P" endorsements)		
Employee Name	Class of Drivers License	"P" endorsement or Higher (Yes or No)
Mario Morales	A	Yes
Gilbert Duran	A	Yes
Kirby Cook	B	Yes
Lupe Coronado	B	Yes
Karl Hjelm	B	Yes
Christina Murphy	B	Yes
Jose Rivera	B	Yes
Wilberto Lazo	B	Yes
Norman Castillo	B	Yes
Mario Tobar	B	Yes
Dolores Sandoval	B	Yes



No. Proposer did not submit copies of the Proposer's employees' valid State of California Department of Motor Vehicles (DMV) Class B (with "P" endorsement) commercial driver's licenses as well as any other required licenses or endorsements required by Federal, State, and local regulations.

**PROPOSER'S COMPLIANCE WITH THE CERTIFICATION/LICENSING
REQUIREMENTS OF THE RFP**

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature 	Title Vice President/COO
Firm Name Southland Transit, Inc.	Date September 25, 2013



National Institute for
**AUTOMOTIVE
 SERVICE
 EXCELLENCE**

Be it known that

JOSE L VAZQUEZ

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

TRANSIT BUS TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT
 BRAKES

ELECTRICAL/ELECTRONIC SYSTEMS

HEATING, VENTILATION, AND A/C

PREVENTIVE MAINTENANCE AND INSPECTION

** ** ** ** **

EXPIRES

DECEMBER 31, 2017

DECEMBER 31, 2016

DECEMBER 31, 2017

DECEMBER 31, 2017

** ** ** ** **

GIVEN THIS 30TH DAY OF NOVEMBER 2012, AT LEESBURG, VIRGINIA

ASE-1270-7788
 ASE IDENTIFICATION NUMBER

Timothy A. Zilke

TIMOTHY A. ZILKE, President



National Institute for
**AUTOMOTIVE
 SERVICE
 EXCELLENCE**

Be it known that

JOSE L VAZQUEZ

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

MEDIUM/HEAVY TRUCK TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT
 ELECTRICAL/ELECTRONIC SYSTEMS
 HEATING, VENTILATION, AND A/C

EXPIRES
 JUNE 30, 2018
 JUNE 30, 2018

** ** ** ** **

GIVEN THIS 28TH DAY OF FEBRUARY 2013, AT LEESBURG, VIRGINIA

ASE-1270-7788
 ASE IDENTIFICATION NUMBER

Timothy A. Zilski
 TIMOTHY A. ZILSKI, President



Rancho Santiago College

Certificate of Completion

This is to certify that
JOSE VAZQUEZ

has satisfactorily completed a course of instruction in the following area of study:

TECHNICIAN CERTIFICATION IN REFRIGERATION RECOVERY AND RECYCLING
SCAQMD RULE 1411 APPROVED

and is hereby awarded this certificate in recognition of creditable work accomplished.

JANUARY 29, 1993

DATE

Tom Rogye
INSTRUCTOR



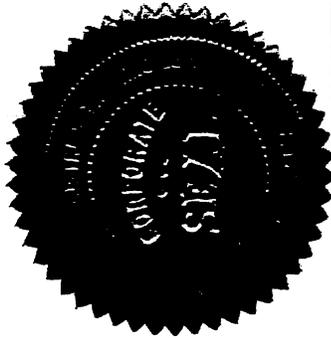
George E. Gibson

DEAN OF TECHNOLOGY

Certified Inspector For Inspecting Lincoln Composites
TYPE IV CNG Fuel Tanks

Jose Vazquez

Has successfully completed the "CNG Safety and Inspection" course
By the Training Department of North American Bus Industries
To allow inspections on Lincoln Composites Type IV fuel tanks
Training Conducted at Veolia/LA Metro
Certificate No. GD-4-13-10-01



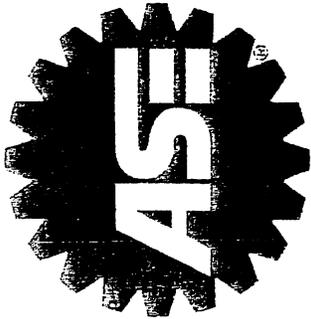
**LINCOLN
COMPOSITES**
A Member of Hexagon Composites Group

George Droba

Training Instructor

Randy Montgomery

Training Manager



National Institute for
**AUTOMOTIVE
 SERVICE
 EXCELLENCE**

Be it known that

TEOFILO PONCE

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

TRANSIT BUS TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT
 DRIVE TRAIN AND TRANSMISSION

BRAKES

HEATING, VENTILATION, AND A/C

PREVENTIVE MAINTENANCE AND INSPECTION

** ** ** ** **

EXPIRES

DECEMBER 31, 2017

JUNE 30, 2014

DECEMBER 31, 2013

JUNE 30, 2018

** ** ** ** **

GIVEN THIS 28TH DAY OF FEBRUARY 2013, AT LEESBURG, VIRGINIA

ASE-1393-5502

ASE IDENTIFICATION NUMBER

Timothy A. Zilkis

TIMOTHY A. ZILKIS, President

THIS DOCUMENT HEREBY CONFIRMS

ERNESTO TORRES

**has successfully completed
the ASE Refrigerant Recovery & Recycling
Review and Quiz.**

August 01, 2008

#99991493 MVAC
Identification Number



Timothy A. Zilke
President, ASE

This program meets Section 609 Requirements from U.S. EPA.

■ SCRTTC

Certificate of Completion

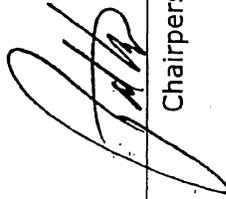
By the Authority of the Directors of the Southern California
Regional Transit Training Consortium, we hereby offer upon

Alvin Whirlwind

for successfully completing 16 hours of training in:

Electrical I for Transit - #SC-EL-1600-I

This certificate is presented in appreciation of your dedication
and commitment to the transportation industry.



Chairperson

5/18/2012

Date



Instructor

5/18/2012

Date

The project was made possible by a grant from the Reformulated Gasoline Settlement Fund. Created as a result of an antitrust class action, the purpose of the Fund is to achieve clean air and fuel efficiency benefits for California consumers.

 SCRTTC

Certificate of Completion

By the Authority of the **Directors of the Southern California
Regional Transit Training Consortium**, we hereby offer upon

Alvin Whirlwind

for successfully completing 16 hours of training in:

Electrical II for Transit - #SC-1600-II

This certificate is presented in appreciation of your dedication
and commitment to the transportation industry.



Chairperson

6/1/2012

Date



Instructor

6/1/2012

Date

The project was made possible by a grant from the Reformulated Gasoline Settlement Fund. Created as a result of an antitrust class action; the purpose of the Fund is to achieve clean air and fuel efficiency benefits for California consumers.



National Institute for
**AUTOMOTIVE
 SERVICE
 EXCELLENCE**

Be it known that

JOSE L VAZQUEZ

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

SCHOOL BUS TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT
 AIR CONDITIONING SYSTEMS AND CONTROLS

.. .. .

.. .. .

EXPIRES

JUNE 30, 2016

.. .. .

GIVEN THIS 30TH DAY OF JUNE 2011, AT LEESBURG, VIRGINIA

ASE-1270-7788
 ASE IDENTIFICATION NUMBER

Franky A. Zylow



National Institute for
**AUTOMOTIVE
 SERVICE
 EXCELLENCE**

Be it known that

JOSE L. VAZQUEZ

has successfully passed the Commission standard work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below:

TRANSIT BUS TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT:

- BRAKES
- ELECTRIC/ELECTRONIC SYSTEMS
- HEATING, VENTILATION, AND AIR

EXPIRES
 DECEMBER 31, 2017
 DECEMBER 31, 2016
 DECEMBER 31, 2015

GIVEN THIS 31ST DAY OF AUGUST 2012, AT LEESBURG, VIRGINIA

ASE-1270-7788

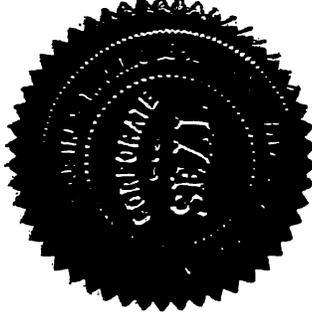
ASE CERTIFICATION NUMBER

Timothy A. Zyl
 TIMOTHY A. ZYL

Certified Inspector For Inspecting Lincoln Composites
TYPE IV CNG Fuel Tanks

Jose Vazquez

Has successfully completed the "CNG Safety and Inspection" course
By the Training Department of North American Bus Industries
To allow inspections on Lincoln Composites Type IV fuel tanks
Training Conducted at Veolia/LA Metro
Certificate No. GD-4-13-10-01



**LINCOLN
COMPOSITES**
A Member of Hexagon Composites Group

George Droba
Training Instructor

Randy Montgomery
Training Manager



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

JOSE L. VAZQUEZ

has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of **COMPETENCE** in the service areas listed below.

MEDIUM/HEAVY TRUCK TECHNICIAN

AREAS OF DEMONSTRATED COMPETENCE

HEATING, VENTILATION, & A/C

** **

EXPIRES

DECEMBER 31, 2012

** **

GIVEN THIS 31ST DAY OF DECEMBER 2007, AT LEESBURG, VIRGINIA

LPBVSUJLVAZQ0
IDENTIFICATION NUMBER

Rowell H. Roberts

NATIONAL INSTITUTE FOR

CUT ALONG DASHED LINE TO DETACH THE WALL CERTIFICATE



National Institute for

**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

NATIVIDAD R RODRIGUEZ

has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this **CERTIFICATE** in evidence of **COMPETENCE** in the service areas listed below

SCHOOL BUS TECHNICIAN

AREAS OF DEMONSTRATED COMPETENCE

BRAKES

**

**

**

**

**

**

**

**

EXPIRES

DECEMBER 31, 2015

GIVEN THIS 31ST DAY OF DECEMBER 2010, AT LEESBURG, VIRGINIA

LQ5NT3V15RODRI
IDENTIFICATION NUMBER

Tommy A. Zick
THOMAS A. ZICK, President

ASE-1155-2651

FOLD ALONG PERFORATION TO REMOVE CERTIFICATE



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

NATIVIDAD R RODRIGUEZ

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

MEDIUM/HEAVY TRUCK TECHNICIAN

AREAS OF DEMONSTRATED ACHIEVEMENT
BRAKES

SUSPENSION AND STEERING

ELECTRICAL/ELECTRONIC SYSTEMS

HEATING, VENTILATION, AND A/C

.. .. .

EXPIRES
DECEMBER 31, 2016

JUNE 30, 2014

DECEMBER 31, 2016

DECEMBER 31, 2015

.. .. .

GIVEN THIS 31ST DAY OF DECEMBER 2011, AT LEESBURG, VIRGINIA

ASE-1155-2651

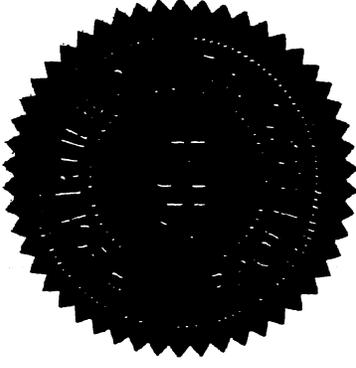
ASE IDENTIFICATION NUMBER

Trudy A. Ziller
TRUDY A. ZILLER, President

National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

WAYNE E SEALE



has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of COMPETENCE in the service areas listed below:

MASTER MEDIUM/HEAVY VEHICLE TECHNICIAN

AREAS OF DEMONSTRATED COMPETENCE

DIESEL ENGINES	EXPIRES	DECEMBER 31, 2013
DRIVE TRAIN		JUNE 30, 2013
BRAKES		JUNE 30, 2013
SUSPENSION AND STEERING		JUNE 30, 2013
ELECTRICAL/ELECTRONIC SYSTEMS		DECEMBER 31, 2013
HEATING, VENTILATION, AND A/C		DECEMBER 31, 2013

GIVEN THIS 30TH DAY OF JUNE 2009, AT LEESBURG, VIRGINIA

0110V2UN9SEALE
IDENTIFICATION NUMBER

Timothy A. Zilke
TIMOTHY A. ZILKE, President

CUT ALONG DASHED LINE TO DETACH THE WALL CERTIFICATE.



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

WAYNE E SEALE

has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of COMPETENCE in the service areas listed below:

MASTER AUTOMOBILE TECHNICIAN

AREAS OF DEMONSTRATED COMPETENCE

ENGINE REPAIR	EXPIRES	JUNE 30, 2013
AUTOMATIC TRANS/TRANSAXLE		DECEMBER 31, 2013
MANUAL DRIVE TRAIN AND AXLES		JUNE 30, 2013
SUSPENSION AND STEERING		DECEMBER 31, 2012
BRAKES		DECEMBER 31, 2012
ELECTRICAL/ELECTRONIC SYSTEMS		DECEMBER 31, 2013
HEATING AND AIR CONDITIONING		JUNE 30, 2013
ENGINE PERFORMANCE		JUNE 30, 2013
** ** ** ** **		** ** ** ** **

GIVEN THIS 31ST DAY OF AUGUST 2008, AT LEESBURG, VIRGINIA.

0T10V2UN9SEALE
IDENTIFICATION NUMBER

Timothy A. Zilke
TIMOTHY A. ZILKE, President

CUT ALONG DASHED LINE TO DETACH THE WALL CERTIFICATE



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

WAYNE E SEALE

has successfully passed the examinations and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of COMPETENCE in the service areas listed below:

TRANSIT BUS TECHNICIAN

AREAS OF DEMONSTRATED COMPETENCE

DIESEL ENGINES

DRIVE TRAIN

SUSPENSION AND STEERING

ELECTRICAL/ELECTRONIC SYSTEMS

HEATING, VENTILATION, & A/C

EXPIRES

DECEMBER 31, 2013

JUNE 30, 2013

JUNE 30, 2013

DECEMBER 31, 2013

DECEMBER 31, 2013

*** ** ** ** **

GIVEN THIS 31ST DAY OF DECEMBER 2008, AT LEESBURG, VIRGINIA

0T10V20N9SEALE
IDENTIFICATION NUMBER

Timothy A. Zilke
TIMOTHY A. ZILKE, President

This is to certify that

MIGUEL ESTRADA

of

Los Angeles County Metropolitan Transportation Authority

Has Successfully Completed a Course of Instruction on

CNG BRAVO ENGINE PHASE 3

01/28/2002

Through

01/31/2002

Conducted By

EQUIPMENT MAINTENANCE / INSTRUCTION DEPARTMENT

Los Angeles County Metropolitan
Transportation Authority

LACMTA Instructor



THIS IS TO CERTIFY THAT

Miguel Estrada

of

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

HAS SUCCESSFULLY COMPLETED A COURSE OF INSTRUCTION ON

DDEC II Tune-up (CERT.)

05/12/2003

THROUGH

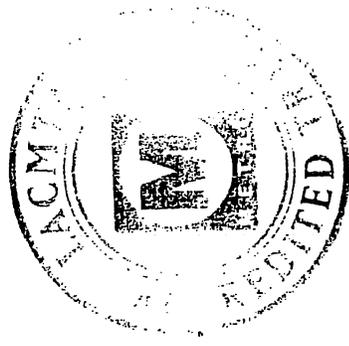
05/16/2003

CONDUCTED BY

EQUIPMENT MAINTENANCE INSTRUCTION DEPARTMENT

Los Angeles County Metropolitan
Transportation Authority

LACMTA INSTRUCTOR



THIS IS TO CERTIFY THAT

Miguel Estrada

of

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

HAS SUCCESSFULLY COMPLETED A COURSE OF INSTRUCTION ON

World Transmission Diag. (CERT)

05/13/2002

THROUGH

05/17/2002

CONDUCTED BY

EQUIPMENT MAINTENANCE INSTRUCTION DEPARTMENT

[Signature]

Los Angeles County Metropolitan
Transportation Authority

[Signature]

LACMTA INSTRUCTOR



THIS IS TO CERTIFY THAT

Miguel Estrada

of

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

HAS SUCCESSFULLY COMPLETED A COURSE OF INSTRUCTION ON

I.O. Controls Electrical Orient.

2/17/2004

THROUGH

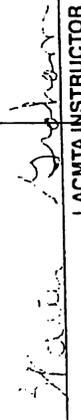
2/19/2004

CONDUCTED BY

EQUIPMENT MAINTENANCE INSTRUCTION DEPARTMENT



Los Angeles County Metropolitan
Transportation Authority



LACMTA INSTRUCTOR



THIS IS TO CERTIFY THAT
MIGUEL ESTRADA

of
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

HAS SUCCESSFULLY COMPLETED A COURSE OF INSTRUCTION ON
SERIES 50G ENGINE DIAGNOSTICS

03/11/2002 THROUGH 03/13/2002

CONDUCTED BY
EQUIPMENT MAINTENANCE INSTRUCTION DEPARTMENT

Charles B. ...
Los Angeles County Metropolitan
Transportation Authority

...
LACMTA INSTRUCTOR



THIS IS TO CERTIFY THAT

Miguel Estrada

of

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

HAS SUCCESSFULLY COMPLETED A COURSE OF INSTRUCTION ON

BRAKE RELINE & AIR SYSTEMS

3/8/2004

THROUGH

3/12/2004

CONDUCTED BY

EQUIPMENT MAINTENANCE INSTRUCTION DEPARTMENT



Los Angeles County Metropolitan
Transportation Authority



LACMTA INSTRUCTOR





Certificate of Completion

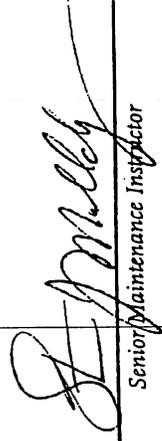
MIGUEL ESTRADA

Has successfully completed the

ABS - Anti Lock Braking Systems

during the period of

5/11/2005 through 5/12/2005


Senior Maintenance Instructor


Operations Maintenance Instructor

Metropolitan Transportation Authority



Metro

This is to certify that

Miguel A. Estrada

of

M T A

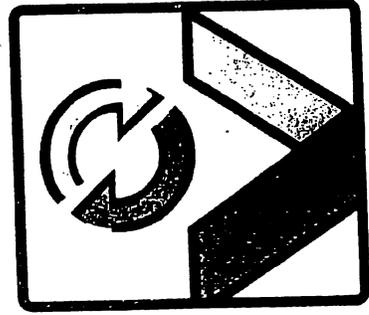
*has successfully completed
a training program on*

Allison B400R Familiarization & Troubleshooting

June 18, 2002 through June 19, 2002

Conducted By

VALLEY DETROIT DIESEL ALLISON



Jerry Knox
Signature of Trainer



*Thermo King Corporation
Presents this Certificate of Attendance to*

*Miguel A. Estrada
of
Los Angeles Metro Transit Authority*

*Who has attended 8 hours of training on the operation, service, maintenance & repair of
Thermo King Bus Climate Control systems*

Technical Service Instructor, Bus Climate Control
April 24, 2003

Manager, Education and Training

World Leader in Transport Temperature Control

CALIFORNIA **COMMERCIAL DRIVER LICENSE**

EXPIRES: 07/20/2017

CLASSIFICATION: **BURAN**

NAME: **GILBERT DAVID**

SEX: **M** HAIR: **BRN** EYES: **BRN**

ISS: 12/07/2012

07201973

DL 317A (REV. 12/2012)

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined Gilbert David in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-43) and with knowledge of the driving duties of this person and all applicable laws when:

- wearing corrective lenses
- wearing hearing aid
- accompanied by a _____ driver's license exemption
- accompanied by a Skill Performance Evaluation Certificate (SPE)
- qualified by operation of a CDFR set
- driving within an exempt territory zone (49 CFR 391.52)

Med. ex. date: 7/16/2015 next due: 7/16/2015

The information I have provided on this physical examination is true and complete. A signed examination form with any attachment embedded in my findings certificate is available and on file in my office.

MEDICAL EXAMINER'S NAME (PRINT): Dr. Robert M. Nelson

TITLE: Physician MD (D.O.) Chiropractor

Physician Assistant Advanced Practice Registered Nurse

ADDRESS: _____

STATE MEDICAL LICENSE OR CERTIFICATE NO.: 33844 STATE OF ISSUE: CA

MEDICAL EXAMINER'S SIGNATURE: Dr. Robert M. Nelson TELEPHONE NUMBER: 626-278-8400

DL 317A (REV. 12/2012)

DL 317A (REV. 12/2012)

DRIVER'S NAME: Gilbert David

DRIVER'S ADDRESS: _____

DRIVER'S LICENSE NUMBER: 07201973 STATE: CA

DRIVER'S SIGNATURE: Gilbert David

DRIVER'S EXPIRES: 07/20/2017

DRIVER'S CLASSIFICATION: BURAN

DRIVER'S SEX: M HAIR: BRN EYES: BRN

DRIVER'S HEIGHT: _____ WEIGHT: _____

DRIVER'S BIRTH DATE: _____

DRIVER'S BIRTH PLACE: _____

DRIVER'S EDUCATION: _____

DRIVER'S OCCUPATION: _____

DRIVER'S EMPLOYER: _____

DRIVER'S SOCIAL SECURITY NUMBER: _____

DRIVER'S MARITAL STATUS: _____

DRIVER'S RELIGION: _____

DRIVER'S RACE: _____

DRIVER'S ETHNICITY: _____

DRIVER'S ANCESTRY: _____

DRIVER'S LANGUAGE: _____

DRIVER'S VISION: _____

DRIVER'S HEARING: _____

DRIVER'S PHYSICAL EXAMINATION: _____

DRIVER'S MEDICAL HISTORY: _____

DRIVER'S CURRENT MEDICATIONS: _____

DRIVER'S ALLERGIES: _____

DRIVER'S CHRONIC CONDITIONS: _____

DRIVER'S SURGICAL HISTORY: _____

DRIVER'S TRAUMA HISTORY: _____

DRIVER'S SUBSTANCE USE: _____

DRIVER'S MENTAL HEALTH HISTORY: _____

DRIVER'S ADDITIONAL INFORMATION: _____

DRIVER'S COMMENTS: _____

DRIVER'S SIGNATURE: Gilbert David

DRIVER'S EXPIRES: 07/20/2017

DRIVER'S CLASSIFICATION: BURAN

DRIVER'S SEX: M HAIR: BRN EYES: BRN

DRIVER'S HEIGHT: _____ WEIGHT: _____

DRIVER'S BIRTH DATE: _____

DRIVER'S BIRTH PLACE: _____

DRIVER'S EDUCATION: _____

DRIVER'S OCCUPATION: _____

DRIVER'S EMPLOYER: _____

DRIVER'S SOCIAL SECURITY NUMBER: _____

DRIVER'S MARITAL STATUS: _____

DRIVER'S RELIGION: _____

DRIVER'S RACE: _____

DRIVER'S ETHNICITY: _____

DRIVER'S ANCESTRY: _____

DRIVER'S LANGUAGE: _____

DRIVER'S VISION: _____

DRIVER'S HEARING: _____

DRIVER'S PHYSICAL EXAMINATION: _____

DRIVER'S MEDICAL HISTORY: _____

DRIVER'S CURRENT MEDICATIONS: _____

DRIVER'S ALLERGIES: _____

DRIVER'S CHRONIC CONDITIONS: _____

DRIVER'S SURGICAL HISTORY: _____

DRIVER'S TRAUMA HISTORY: _____

DRIVER'S SUBSTANCE USE: _____

DRIVER'S MENTAL HEALTH HISTORY: _____

DRIVER'S ADDITIONAL INFORMATION: _____

DRIVER'S COMMENTS: _____

DL 317A (REV. 12/2012)

DRIVER'S NAME: Gilbert David

DRIVER'S ADDRESS: _____

DRIVER'S LICENSE NUMBER: 07201973 STATE: CA

DRIVER'S SIGNATURE: Gilbert David

DRIVER'S EXPIRES: 07/20/2017

DRIVER'S CLASSIFICATION: BURAN

DRIVER'S SEX: M HAIR: BRN EYES: BRN

DRIVER'S HEIGHT: _____ WEIGHT: _____

DRIVER'S BIRTH DATE: _____

DRIVER'S BIRTH PLACE: _____

DRIVER'S EDUCATION: _____

DRIVER'S OCCUPATION: _____

DRIVER'S EMPLOYER: _____

DRIVER'S SOCIAL SECURITY NUMBER: _____

DRIVER'S MARITAL STATUS: _____

DRIVER'S RELIGION: _____

DRIVER'S RACE: _____

DRIVER'S ETHNICITY: _____

DRIVER'S ANCESTRY: _____

DRIVER'S LANGUAGE: _____

DRIVER'S VISION: _____

DRIVER'S HEARING: _____

DRIVER'S PHYSICAL EXAMINATION: _____

DRIVER'S MEDICAL HISTORY: _____

DRIVER'S CURRENT MEDICATIONS: _____

DRIVER'S ALLERGIES: _____

DRIVER'S CHRONIC CONDITIONS: _____

DRIVER'S SURGICAL HISTORY: _____

DRIVER'S TRAUMA HISTORY: _____

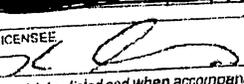
DRIVER'S SUBSTANCE USE: _____

DRIVER'S MENTAL HEALTH HISTORY: _____

DRIVER'S ADDITIONAL INFORMATION: _____

DRIVER'S COMMENTS: _____

CALIFORNIA SPECIAL DRIVER CERTIFICATE

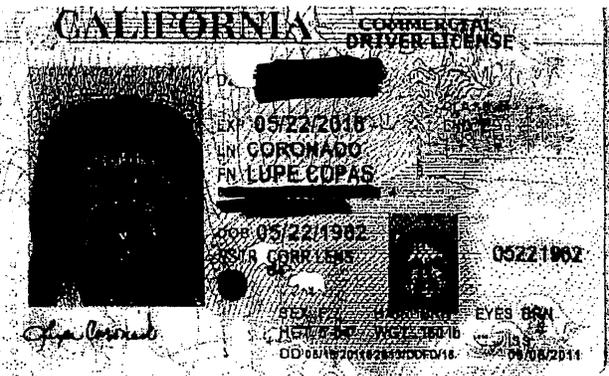
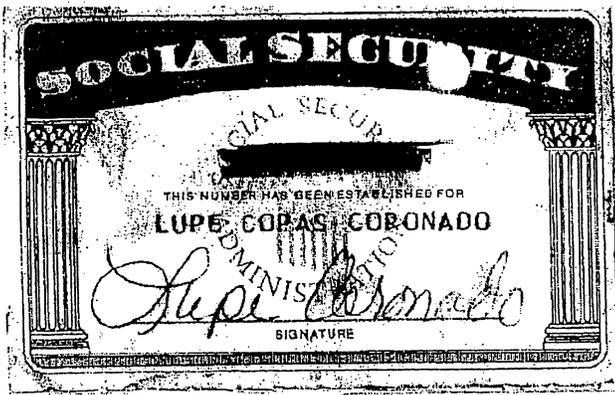
DATE OF BIRTH MONTH DAY YEAR 08 24 69	EXPIRES BIRTHDAY 2017	DRIVER LICENSE NO. [REDACTED]
FULL NAME KIRBY ALEXANDER COOK		
STREET NUMBER [REDACTED]		
CITY [REDACTED]	STATE [REDACTED]	ZIP [REDACTED]
SIGNATURE OF LICENSEE 		
Valid only for the vehicles listed and when accompanied by an appropriate valid California driver license.		CHP AREA 525
SCHOOL BUS - SPAB - FARM LABOR - YOUTH BUS - GPPV - VDDP		
RESTRICTIONS 1-2	APPLICATION DATE 10/22/12	DATE ISSUED 11/14/12

CROSS OUT THOSE VEHICLES APPLICANT IS NOT CERTIFIED TO DRIVE

CALIFORNIA COMMERCIAL DRIVER LICENSE

	EXP 08/24/2017	CLASS B
	LN COOK	END P
	FN KIRBY ALEXANDER	
	DOB 08/24/1969	
RSTR 64		08241969
SEX M	HAIR BRN	EYES BRN
HGT 6-09"	WGT 270 lb	ISS 19/10/2012
DD 09/25/2012663511AAFDx17		

Kirby Alexander Cook



CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR	EXPIRES BIRTHDAY 2016	DRIVER LICENSE NO. [REDACTED]	STATE CA
---------------------------------	--------------------------	----------------------------------	-------------

FULL NAME: **Lupe Copas Coronado**

STREET NUMBER: [REDACTED]

CITY: [REDACTED]

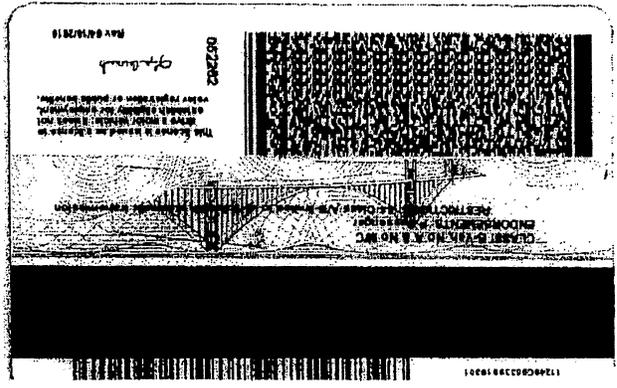
SIGNATURE OF LICENSEE: *Lupe Coronado*

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date issued: 5-16-11 Fee Paid \$10.00

AUTHORIZED DMV EMPLOYEE: *[Signature]* DMV ID NUMBER: 620 04

DE 296A (REV 9/07) **SEE OVER FOR RESTRICTIONS, IF ANY**



CALIFORNIA COMMERCIAL DRIVER LICENSE



DL [REDACTED] CLASS B
 END: P
 EXP 03/12/2016
 LN HJELM
 FN KARL FREDRIC
 [REDACTED]
 DOB 03/12/1955
 RSTR. 64
 03121955
 SEX: M HAIR: BRN EYES: HZL
 HGT: 5-10 WGT: 180 lb
 DD 09/01/2011 68562/AAFB/16 10/14/2011

Karl Hjelm

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT
 DATE OF BIRTH MONTH DAY YEAR 03-12-55 EXPIRES BIRTHDAY 2016
 DRIVER LICENSE NO. [REDACTED] STATE CA

FULL NAME KARL FREDRIC HJELM
 STREET NUMBER [REDACTED]
 CITY [REDACTED]

SIGNATURE OF LICENSEE
 Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.
 Date Issued 10-14-11

Fee Paid \$10.00
 AUTHORIZED DMV EMPLOYEE EL MONTE 685
 DMV FO 43 ID NUMBER
 DL 200A (NEW 4/00) **SEE OVER FOR RESTRICTIONS, IF ANY**
 CUT ON DOTTED LINE



A Public Service Agency

DRIVER'S MEDICAL EXAM DATE 4/26/11
 DRIVER'S MEDICAL CERT. EXPIRES ON 4/26/13
 DRIVER'S SIGNATURE *Karl Hjelm*

(FOLD HERE)

NOTE: Driver must keep this card in his or her possession at all times while driving. This card is valid only if there is a current medical examination report on file with DMV. This card cannot be submitted to DMV in lieu of a Medical Examination Report (DL 51).

CALIFORNIA COMMERCIAL DRIVER LICENSE

Christina



DOB: 03/30/1972
 EXP: 03/30/2017
 LN: MURPHY
 FN: CHRISTINA JERRIE

SEX: F HAIR: BRN EYES: BRN
 HT: 5'05" WT: 145LB

CLASS: B
 ENDOR: [REDACTED]

03901072
 039012012

CALIFORNIA SPECIAL DRIVER CERTIFICATE

DATE OF BIRTH: MONTH 03 DAY 30 YEAR 72
 EXPRESS BIRTHDAY: 2018
 DRIVER LICENSE NO: [REDACTED]

FULL NAME: CHRISTINA JERRIE MURPHY
 STREET NUMBER: [REDACTED]
 CITY: [REDACTED] STATE: CA ZIP: [REDACTED]

SIGNATURE OF LICENSEE: *Christina Murphy*
 Valid only for the vehicles listed and when accompanied by OPERATOR an appropriate valid California driver license.
 SCHOOL: [REDACTED] - TRAINING: [REDACTED] - TOOTH: [REDACTED] - GPNV - YDOP

RESTRICTIONS: 1-2
 APPLICATION DATE: 2/25/13
 DATE ISSUED: 3/31/13
 DL 45 (REV. 10/2005)

CALIFORNIA COMMERCIAL DRIVER LICENSE



J. Rivera

DL [REDACTED]
EXP 05/15/2018
LN RIVERA
FN JOSE DE JESUS JR
DOB 05/15/1987
RSTH 54

CLASS B
END P

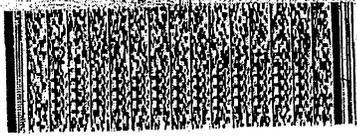
05151987

SEX M HAIR BLK EYES BRN
HGT 5-11 WGT 350 lb
DD 05/10/2013 06/24/2013



132050892220261

CLASS: B-Veh, No A & No MC
ENDORSEMENTS: P-Passenger
RESTRICTIONS: 04-Class A/B-Implied to vehicle with automatic transmission



This license is issued as a license to drive a motor vehicle; it does not establish eligibility for employment, voter registration or public benefits.

051537

12

Rev 04/16/2010

CALIFORNIA COMMERCIAL DRIVER LICENSE



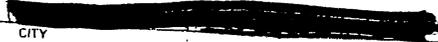
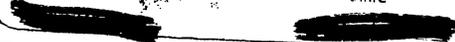
DL [REDACTED]
EXP 07/17/2017
LN LAZO
FN WILBERTO
DOB 07/17/1968
RSTR 04 07171968
SEX M HAIR BRN EYES BRN
HGT 5-00 WT 145 LB BORN [REDACTED]
DOB 08/19/2012
ISS [REDACTED] 08/19/2012

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH	EXPIRES BIRTHDAY	DRIVER LICENSE NO.	STATE
MONTH DAY YEAR		[REDACTED]	CA
07-17-68 2017			
FULL NAME WILBERTO LAZO			
STREET NUMBER [REDACTED]			
CITY [REDACTED]			
SIGNATURE OF LICENSEE <i>[Signature]</i>			
Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.			
Date Issued 04-04-13		Fee Paid \$10.00	
AUTHORIZED DMV EMPLOYEE <i>[Signature]</i>		EL MONTE 685	
DL 250A (NEW 4/90)		DMV FO ID NUMBER	
SEE OVER FOR RESTRICTIONS, IF ANY			

CALIFORNIA SPECIAL DRIVER CERTIFICATE 

DATE OF BIRTH MONTH DAY YEAR EXPIRES BIRTHDAY DRIVER LICENSE NO.
 12 09 1968 TEMPORARY 

FULL NAME
 NORMAN ALBERTO CASTILLO
 STREET NUMBER

 CITY STATE ZIP


SIGNATURE OF LICENSEE


Valid only for the vehicles listed and when accompanied by an appropriate valid California driver license. CHP AREA

SCHOOL BUS - SPAB - FARM LABOR - YOUTH BUS - GPPV - VOOR

SIGNATURE OF EXAMINING OFFICER
 BADGE NUMBER
 18257

RESTRICTIONS APPLICATION DATE DATE ISSUED
 01/15/13 05/02/13

DL 45 (REV. 10/2005)

TEMPORARY

Will become void 180 days from date of issuance as shown hereon.

Your regular certificate will be mailed to you by the DMV. If at the end of 180 days you have not received it, return to the CHP office where you made your application. Be sure to bring this Temporary Certificate with you.

CALIFORNIA 

COMMERCIAL DRIVER LICENSE CLASSIFIED BY ENDORSEMENT

NORMAN ALBERTO CASTILLO

SEX: M HAIR: BRN EYES: BRN
 HT: 6-00 WT: 250 DOB: 12-09-68

REST: CORR-LENS 64



11/24/2008 235 RB FD/33

MEDICAL EXAMINER'S CERTIFICATE
 I certify that I have examined IGNACIO TOBAR
 in accordance with the Federal Motor Carrier Safety Regulations
 (49 CFR 391.41-391.49) and with knowledge of the driving duties
 of this person qualified, and, if applicable, only when:

wearing corrective lenses;
 wearing hearing aid;
 accompanied by a Partner/Examination
 accompanied by a Skill Performance/Evaluation Certificate (SPE)
 qualified by operation of 49 CFR 391.64;
 driving within an exempt intrastate zone (49 CFR 391.62).

The information I have provided regarding this physical examination
 is true and complete. A complete examination form with any
 attachment embodies my findings completely and correctly and is
 on file in my office.

SIGNATURE OF MEDICAL EXAMINER: EDGAR DATE: 08/21/2012
 MEDICAL EXAMINER'S MAIL (PRINT): THOMAS CERBASI
 MD DO Chiropractor
 Physician Assistant Advanced Practice Nurse
 GENERAL EXAMINER'S LICENSE OR CERTIFICATION NO./ISSUING STATE: PARAOS
 SIGNATURE OF DRIVER: [Redacted] DRIVER LICENSE NO.: [Redacted] STATE: CA
 ADDRESS OF DRIVER: [Redacted]
 DRIVERS MEDICAL CERTIFICATE EXPIRES: 08/21/2012
 DL STATUTE (951002)

CALIFORNIA COMMERCIAL DRIVER LICENSE

DL: [Redacted] CLASS B
 END P

EXP: 09/14/2017
 LN: TOBAR
 FN: MARIO R

[Redacted]
 DOB: 09/14/1961
 RETR: NONE 09141961

tobar SEX: M HAIR: [Redacted] EYES: BRN
 HGT: 5-03" WGT: 160 lb
 DD: 03/26/2008 502R/M/DDFDV17 ISS: 08/21/2012

CALIFORNIA COMMERCIAL DRIVER LICENSE

CLASS B
END F

EXP. 02/09/2016

LN: SANDOVAL
FN: DOLORES

DOB 02/09/1956

SEX: F HGT: 5-00 WGT: 160 EYES: BRN

DD 02091956

DD 02072011

WC

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR	EXPIRES BIRTHDAY	DRIVER LICENSE NO.	STATE
2-9-56	2016	[REDACTED]	CA

FULL NAME: Dolores Sandoval

STREET NUMBER: [REDACTED]

CITY: [REDACTED]

SIGNATURE OF LICENSEE: *Dolores Sandoval*

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued: 6-8-11 Fee Paid \$10.00

AUTHORIZED DMV EMPLOYEE: *[Signature]* 501 DMV FO ID NUMBER: 0V

DL 280A (NEW 4/90) **SEE OVER FOR RESTRICTIONS, IF ANY**

CUT ON DOTTED LINE

**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**

Contractor Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposals (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to Public Works before the deadline to submit proposals.

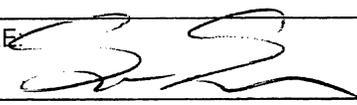
If you are not exempt from the Program, please check the option that best describes your intention to comply with Program.

- I **do not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage of not less than **\$11.84 per hour** per employee.
- I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than \$2.20 per hour** per employee. I will pay an hourly wage of not less than **\$11.84 per hour** per employee.
- I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least \$2.20 per hour** per employee. I will pay an hourly wage of not less than **\$9.64 per hour** per employee.

Health Plan(s): Aetna HMO Deductible
Company Insurance Group Number: 442132

Health Benefit(s) Payment Schedule:

- Monthly
- Quarterly
- Bi-Annual
- Annually
- Other: _____ (Specify)

PLEASE PRINT COMPANY NAME: Southland Transit, Inc.	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.	
SIGNATURE: 	DATE: September 25, 2013
PLEASE PRINT NAME: Scott Transue	TITLE OR POSITION: Vice President/COO

**COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE**

The undersigned individual is the owner or authorized agent of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm. **CHECK EACH APPLICABLE BOX.**

LIVING WAGE ORDINANCE:

- I have read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understand that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

- I have read the provisions of the RFP describing the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understand that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS :

A "Labor Law/Payroll Violation" includes violations of any Federal, State, or local statute, regulation, or ordinance pertaining to wages, hours, or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal; **OR**
- The Firm **HAS** been named in a complaint, claim, investigation, or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law/Payroll Violations (Check One):

- There **HAS BEEN NO** determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- There **HAS BEEN** a determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

HISTORY OF DEBARMENT (Check one):

- The Firm **HAS NOT** been debarred by any public entity during the past ten years; **OR**
- The Firm **HAS** been debarred by a public entity within the past ten years. Provide the pertinent information (including each public entity's name and address, dates of disbarment, and nature of each debarment) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature

Southland Transit, Inc.

Print Name of Firm

Scott Transue, Vice President/COO

Print Name and Title

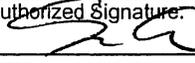
September 25, 2013

Date

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103179
	Date Claim Opened: 8/15/2011
Name and Address of Claimant:	Name: Jorge Coronado
	Street Address: Unknown
	City, State, Zip: Unknown

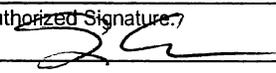
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violations of meal periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/4/2012 Hearing transmittal forwarded for approval.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 102428
	Date Claim Opened: 6/14/2011
Name and Address of Claimant:	Name: Jose de Jesus Molina
	Street Address: Unknown
	City, State, Zip: Unknown

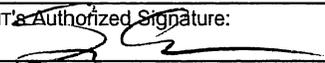
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/4/2012 hearing transmittal forwarded.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 102203
	Date Claim Opened: 5/23/2011
Name and Address of Claimant:	Name: Armando Peralta
	Street Address: Unknown
	City, State, Zip: Unknown

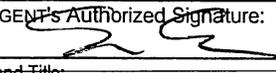
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of meal periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	6/2/2011 defendant included in class action suit for similar violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101514
	Date Claim Opened: 3/23/2011
Name and Address of Claimant:	Name: Luis O. Ochoa
	Street Address: Unknown
	City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/29/11 file docketed.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103601 Date Claim Opened: 9/23/2011
Name and Address of Claimant:	Name: Maria T. Ruiz Street Address: Unknown City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/29/2011 – Plaintiff failed to return paperwork. File closed.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100911
	Date Claim Opened: 1/20/2011
Name and Address of Claimant:	Name: Jose R. Alvarez
	Street Address: Unknown
	City, State, Zip: Unknown

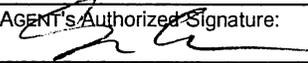
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of non-payment of wages within mandatory time period.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103219
	Date Claim Opened: 8/18/2011
Name and Address of Claimant:	Name: Alex Troung
	Street Address: Unknown
	City, State, Zip: Unknown

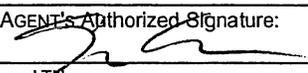
Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/14/2012 hearing transmittal forwarded for approval.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101003
	Date Claim Opened: 1/31/2011
Name and Address of Claimant:	Name: Harry M. Caldwell
	Street Address: Unknown
	City, State, Zip: Unknown

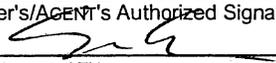
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101445
	Date Claim Opened: 3/14/2011
Name and Address of Claimant:	Name: Jorge A. Zapata
	Street Address: Unknown
	City, State, Zip: Unknown

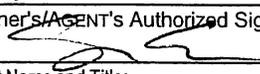
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3.21.11 File docketed

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100911
	Date Claim Opened: 1/20/2011
Name and Address of Claimant:	Name: Jose R. Alvarez
	Street Address: Unknown
	City, State, Zip: Unknown

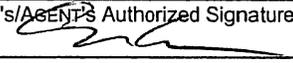
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of non-payment of wages within mandatory time period.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/Agency's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101003 Date Claim Opened: 1/31/2011
Name and Address of Claimant:	Name: Harry M. Caldwell Street Address: Unknown City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101445 Date Claim Opened: 3/14/2011
Name and Address of Claimant:	Name: Jorge A. Zapata Street Address: Unknown City, State, Zip: Unknown

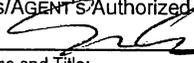
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3.21.11 File docketed

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 101514
	Date Claim Opened: 3/23/2011
Name and Address of Claimant:	Name: Luis O. Ochoa
	Street Address: Unknown
	City, State, Zip: Unknown

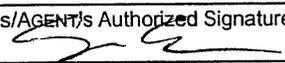
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/29/11 file docketed.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 102203
	Date Claim Opened: 5/23/2011
Name and Address of Claimant:	Name: Armando Peralta
	Street Address: Unknown
	City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	6/2/2011 defendant included in class action suit for similar violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 102428
	Date Claim Opened: 6/14/2011
Name and Address of Claimant:	Name: Jose de Jesus Molina
	Street Address: Unknown
	City, State, Zip: Unknown

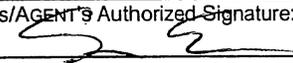
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/4/2012 hearing transmittal forwarded.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 102759
	Date Claim Opened: 7/5/2011
Name and Address of Claimant:	Name: Salvador Lujan
	Street Address: Unknown
	City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged meal period violations.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	10/4/11 file closed due to complainant's lack of follow up.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103179
	Date Claim Opened: 8/15/2011
Name and Address of Claimant:	Name: Jorge Coronado
	Street Address: Unknown
	City, State, Zip: Unknown

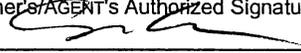
Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/4/2012 Hearing transmittal forwarded for approval.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103219
	Date Claim Opened: 8/18/2011
Name and Address of Claimant:	Name: Alex Troung
	Street Address: Unknown
	City, State, Zip: Unknown

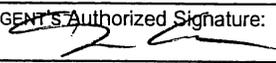
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violations of meal periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	1/14/2012 hearing transmittal forwarded for approval.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 103601
	Date Claim Opened: 9/23/2011
Name and Address of Claimant:	Name: Maria T. Ruiz
	Street Address: Unknown
	City, State, Zip: Unknown

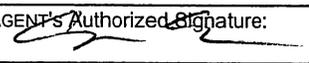
Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/29/2011 – Plaintiff failed to return paperwork. File closed.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT'S Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 42246 Date Claim Opened: 11/9/2010
Name and Address of Claimant:	Name: Sharon McCrae Street Address: Unknown City, State, Zip: Unknown

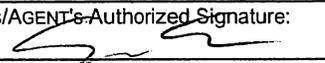
Description of Work: (e.g., Janitorial) Transit	
	Waiting time penalties after being discharged
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	A direct pay of \$420 was mailed to the defendant. File closed 1/6/2011

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 97841 Date Claim Opened: 4/22/2010
Name and Address of Claimant:	Name: Conrad Anduray Street Address: Unknown City, State, Zip: Unknown

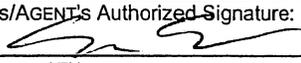
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods and non-payment of overtime wages.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	7/13/2010 claim reviewed and an NOCC mailed to plaintiff and defendant.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 98939 Date Claim Opened: 7/19/2010
Name and Address of Claimant:	Name: Ruben Fuentes Bajo Street Address: Unknown City, State, Zip: Unknown

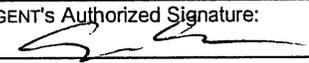
Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	Case closed due to class action suit for same violations on 11/12/2010.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99192
	Date Claim Opened: 8/26/2010
Name and Address of Claimant:	Name: Felix A Estrada
	Street Address: Unknown
	City, State, Zip: Unknown

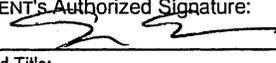
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of rest periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/22/2010 Case closed due to class action duit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardrossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99530
	Date Claim Opened: 9/14/2010
Name and Address of Claimant:	Name: Harold Lee Campbell
	Street Address: Unknown
	City, State, Zip: Unknown

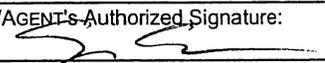
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/12/2010 case closed due to class action suit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99793
	Date Claim Opened: 10/6/2010
Name and Address of Claimant:	Name: Guillermo Alcantra
	Street Address: Unknown
	City, State, Zip: Unknown

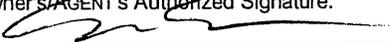
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of rest periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/12/2010 case closed due to class action suit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99794
	Date Claim Opened: 10/6/2010
Name and Address of Claimant:	Name: Enrique Nunez
	Street Address: Unknown
	City, State, Zip: Unknown

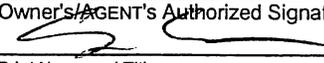
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged rest period violations.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/12/2010 case closed due to class action suit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99856
	Date Claim Opened: 10/12/2010
Name and Address of Claimant:	Name: Nathan Gary Flores
	Street Address: Unknown
	City, State, Zip: Unknown

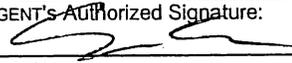
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/12/2010 case closed due to class action suit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 99857
	Date Claim Opened: 9/27/2010
Name and Address of Claimant:	Name: Renard Curry
	Street Address: Unknown
	City, State, Zip: Unknown

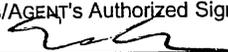
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	11/12/2010 Case closed due to class action suit for same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100445
	Date Claim Opened: 12/2/2010
Name and Address of Claimant:	Name: Sonia L. Ramirez
	Street Address: Unknown
	City, State, Zip: Unknown

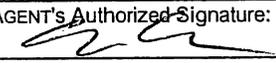
Description of Work: (e.g., Janitorial) Transit	
	Alleged violations of meal periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 case closed due to class action suit for the same violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100446
	Date Claim Opened: 12/2/2010
Name and Address of Claimant:	Name: Francisco J. Martinez
	Street Address: Unknown
	City, State, Zip: Unknown

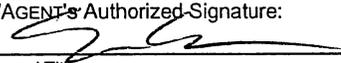
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of rest periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/11 case closed due to class action suit settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized-Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100447
	Date Claim Opened: 12/7/2010
Name and Address of Claimant:	Name: Joann Irene Velasquez
	Street Address: Unknown
	City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Alleged meal period violations.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100454
	Date Claim Opened: 11/24/2010
Name and Address of Claimant:	Name: Teresa R. Cruz
	Street Address: Unknown
	City, State, Zip: Unknown

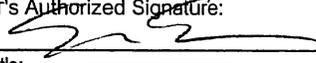
Description of Work: (e.g., Janitorial) Transit	
	Waiting time penalties after being discharged.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action suit for rest period violations.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100459
	Date Claim Opened: 12/6/2010
Name and Address of Claimant:	Name: Raul Rodriguez
	Street Address: Unknown
	City, State, Zip: Unknown

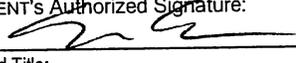
Description of Work: (e.g., Janitorial) Transit	
	Alleged meal period violations
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/11 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100524 Date Claim Opened: 12/10/2010
Name and Address of Claimant:	Name: Marilyn Y. Lopez Street Address: Unknown City, State, Zip: Unknown

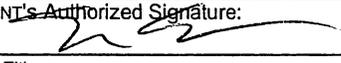
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of rest periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100589
	Date Claim Opened: 12/16/2010
Name and Address of Claimant:	Name: Morena G. Silvestre
	Street Address: Unknown
	City, State, Zip: Unknown

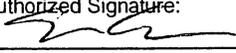
Description of Work: (e.g., Janitorial) Transit	
	Alleged violation of rest periods.
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100590
	Date Claim Opened: 12/16/2010
Name and Address of Claimant:	Name: Augusto C. Juarez Jr.
	Street Address: Unknown
	City, State, Zip: Unknown

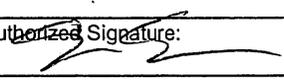
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of non-payment of earned wages
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code: El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100691
	Date Claim Opened: 12/27/2010
Name and Address of Claimant:	Name: Wilbert E. Flores
	Street Address: Unknown
	City, State, Zip: Unknown

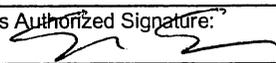
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of rest periods.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 100729
	Date Claim Opened: 12/30/2010
Name and Address of Claimant:	Name: Leticia Gayton
	Street Address: Unknown
	City, State, Zip: Unknown

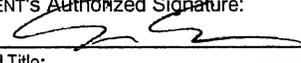
Description of Work: (e.g., Janitorial) Transit	
Description of Allegation and/or Violation:	Alleged violation of non-payment during waiting time.
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	3/10/2011 hearing dismissed due to class action settlement.

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 91548
	Date Claim Opened: 1/22/2009
Name and Address of Claimant:	Name: Juan Salvador Gudino, Jr.
	Street Address: Unknown
	City, State, Zip: Unknown

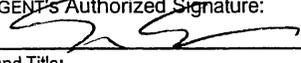
Description of Work: (e.g., Janitorial) Transit	
	Rest Period Violations
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	ODA filed, Case closed 5/26/2009

Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Southland Transit	Print Name of Owner: Timmy Mardirossian
Print Address of Firm: 3650 Rockwell Avenue	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code El Monte CA 91731	Print Name and Title: Scott Transue, Vice President

Public Entity Name	Southland Transit
Public Entity Address:	Street Address: 3650 Rockwell Avenue
	City, State, Zip: El Monte, CA 91731
Case Number/Date Claim Opened:	Case Number: 95806
	Date Claim Opened: 10/29/2009
Name and Address of Claimant:	Name: Robert Strauther
	Street Address: Unknown
	City, State, Zip: Unknown

Description of Work: (e.g., Janitorial) Transit	
	Meal Period Violations
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	Settlement reached in the amount of \$6,000, file closed 7/15/2010

Additional Pages are attached for a total of _____ pages.

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

<p>COUNTY DETERMINATION</p> <p>Proposer Name: <u>Southland Transit, Inc.</u></p> <p>Contracting Department: <u>LADPW</u></p> <p>Department Contact Person: _____</p> <p>Phone: _____</p>	<p>RANGE OF DEDUCTION _____</p> <p>(Deduction is taken from the maximum evaluation points available)</p>	
	Proposer Fully Disclosed	Proposer Did Not Fully Disclose
MAJOR	8 - 10%	16 - 20%
County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	Consider investigating a finding of proposer non-responsibility**	Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT	4 - 7%	8 - 14%
County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*		Consider investigating a finding of proposer non-responsibility**
MINOR	2 - 3%	4 - 6%
County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*		
INSIGNIFICANT	0 - 1%	1 - 2%
County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*		
NONE	0	N/A
County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*		

Assessment Criteria

* A 'Labor Law/Payroll Violation' includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- Accuracy in self-reporting by proposer
- Health and/or safety impact
- Number of occurrences
- Identified patterns in occurrences
- Dollar amount of lost/delayed wages
- Assessment of any fines and/or penalties by public entities
- Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.

**REQUESTED INFORMATION ON THE
PROPOSER'S MEDICAL PLAN COVERAGE**

Proposer: Southland Transit, Inc.

Name of Proposer's Health Plan: Aetna HMO Deductible Date: September 25, 2013

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium			
Employee only	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 437.69	
Employee + 1 dependent	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 914.76	
Employee + 2 dependents	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 814.10	
Employee + 3 dependents	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 1,295.58	
Proposer's portion of above health premium payment			
Employee only	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 315.14	
Employee + 1 dependent	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 315.14	
Employee + 2 dependents	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 315.14	
Employee + 3 dependents	<input checked="" type="radio"/> Y <input type="radio"/> N	\$ 315.14	
Any Annual Deductible?			
Per Person	Y <input checked="" type="radio"/> N	\$	
Per Family	Y <input checked="" type="radio"/> N	\$	
Any Annual Maximum Employee Out-of-Pocket Expense?			
Per Person	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$1,500
Per Family	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$3,000
Any Lifetime Maximum?			
Per Person	Y <input checked="" type="radio"/> N	\$	
Per Family	Y <input checked="" type="radio"/> N	\$	
Ambulance coverage	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$100 Co-Pay
Doctor's Office Visits	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$30 Co-Pay
Emergency Care	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$100 Co-Pay
Home Health Care	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	100% Covered
Hospice Care	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$500 per day for the first 3 days per admission. 100% covered thereafter.
Hospital Care	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	Same as Hospice Care
Immunizations	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	100% Covered
Maternity	Y <input checked="" type="radio"/> N	\$	
Mental Health	<input checked="" type="radio"/> Y <input type="radio"/> N	\$	\$30 Co-Pay
Mental Health In-Patient Coverage	Y <input checked="" type="radio"/> N	\$	

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	(Y) N	\$	\$30 Co-Pay
Physical Therapy	(Y) N	\$	\$30 Co-Pay
Prescription Drugs	(Y) N	\$	\$5 generic - \$30 brand name - \$50 non-formula
Routine Eye Examinations	(Y) N	\$	100% Covered
Skilled Nursing Facility	(Y) N	\$	\$500 per admission
Surgery	(Y) N	\$	\$500 per admission
X-Ray and Laboratory	(Y) N	\$	100% Covered

Under this health plan, a full time employee:

- Becomes eligible for health insurance coverage after 30 days of employment.
- Is defined as an employee who is employed more than 35 hours per week.

OTHER BENEFITS:

- A. NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS ____ DAYS.
- B. NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS ____ DAYS.
- C. NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS ____ DAYS.
- D. NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS ____ DAYS.
- E. NUMBER OF PAID HOLIDAYS PER YEAR IS 6 DAYS.

Note: employees earn 2.7 hours per pay period "personal time off". this time can be used immediately as it is earned.



**PLAN DESIGN & BENEFITS
 PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK**

PLAN FEATURES	IN-NETWORK
Deductible (per calendar year)	None Individual None Family
Out-of-Pocket Maximum (per calendar year)	\$2,500 Individual \$5,000 Family
Member cost sharing for certain services may not apply toward the Out-of-Pocket Maximum. In-Network expenses include coinsurance, deductible and copays. Pharmacy expenses do not apply towards the Out-of-Pocket-Maximum.	
Lifetime Maximum	Unlimited except where otherwise indicated.
Primary Care Physician Selection	Required
Referral Requirement	Required
PREVENTIVE CARE	IN-NETWORK
Routine Adult Physical Exams/ Immunizations 1 exam every 12 months for members age 18 and older.	Covered 100%
Routine Well Child Exams/Immunizations (Age and frequency schedules apply)	Covered 100%
Routine Gynecological Care Exams 1 exam per 12 months Includes routine tests and related lab fees. Includes Pap smear, HPV screening, and related lab fees.	Covered 100%
Routine Mammograms Recommended: one baseline mammogram for females age 35 - 39; and one annual mammogram for females age 40 and over.	Covered 100%
Women's Health Includes: Screening for gestational diabetes, HPV (Human Papillomavirus) DNA testing, counseling for sexually transmitted infections, counseling and screening for human immunodeficiency virus, screening and counseling for interpersonal and domestic violence, breastfeeding support, supplies and counseling.	Covered 100%
Routine Digital Rectal Exams / Prostate Specific Antigen Test Recommended for males age 40 and over.	Member cost sharing is based on the type of service performed and the place of service where it is rendered.
Colorectal Cancer Screening For all members age 50 and over. Frequency schedule applies.	Member cost sharing is based on the type of service performed and the place of service where it is rendered.
Routine Eye Exams	Covered 100% 1 routine exam per 24 months.
Direct access to participating providers without a referral.	
Routine Hearing Screening	Subject to Routine Physical Exam benefit.



PLAN DESIGN & BENEFITS
PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK

PHYSICIAN SERVICES	IN-NETWORK
Primary Care Physician Visits	Office Hours: \$30 copay; After Office Hours/Home: \$35 copay
Specialist Office Visits	\$30 copay
Maternity Delivery and Post-Partum Care	\$30 copay for initial visit only, thereafter covered 100%
Pre-Natal Maternity	Covered at 100%
Allergy Treatment	Same as applicable participating provider office visit member cost sharing
Allergy Testing	Same as applicable participating provider office visit member cost sharing
DIAGNOSTIC PROCEDURES	IN-NETWORK
Diagnostic Laboratory	Covered 100%
If performed as a part of a physician office visit and billed by the physician, expenses are covered subject to the applicable physician's office visit member cost sharing.	
Diagnostic X-ray	Covered 100%
Outpatient hospital or other Outpatient facility (other than Complex Imaging Services)	
Diagnostic X-ray for Complex Imaging Services	\$100 copay
EMERGENCY MEDICAL CARE	IN-NETWORK
Urgent Care Provider	\$35 copay
Non-Urgent Use of Urgent Care Provider	Not Covered
Emergency Room	\$100 copay
Non-Emergency Care in an Emergency Room	Not Covered
Emergency Use of Ambulance	\$100 copay
Non-Emergency Use of Ambulance	Not Covered
HOSPITAL CARE	IN-NETWORK
Inpatient Coverage	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Inpatient Maternity Coverage	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Outpatient Hospital	\$500 copay
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.	
MENTAL HEALTH SERVICES	IN-NETWORK
Inpatient Mental Illness	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Outpatient Mental Illness	\$30 per visit
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.	



PLAN DESIGN & BENEFITS
PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK

ALCOHOL/DRUG ABUSE SERVICES	IN-NETWORK
Inpatient Detoxification	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Outpatient Detoxification	\$30 per visit
Inpatient Rehabilitation	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Residential Treatment Facility	\$500 per day for the first 3 days per admission, thereafter Covered 100%
Outpatient Rehabilitation	\$30 per visit
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.	
OTHER SERVICES	IN-NETWORK
Skilled Nursing Facility	\$500 per day for the first 3 days per admission, thereafter Covered 100% Limited to 100 days; per calendar year
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Home Health Care	Covered 100% Limited to 100 visits; per calendar year
Limited to 3 intermittent visits per day by a participating home health care agency; 1 visit equals a period of 4 hrs or less.	
Hospice Care - Inpatient	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	
Hospice Care - Outpatient	Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.	
Private Duty Nursing	Not Covered
Outpatient Rehabilitation Therapy	\$30 copay
Treatment over a 60 day consecutive period per incident of illness or injury beginning with the first day of treatment. Includes speech, physical, occupational therapy	
Spinal Manipulation Therapy (Chiropractic)	Discount Program Only
Durable Medical Equipment	Covered 100% Limited to \$2,000; per calendar year
Diabetic Supplies	Pharmacy cost sharing applies if Pharmacy coverage is included; otherwise PCP office visit cost sharing applies.
Generic FDA-approved Women's Contraceptives	Covered 100%
Contraceptive drugs and devices not obtainable at a pharmacy	Covered same as any other medical expense.
Transplants	\$500 per day for the first 3 days per admission, thereafter Covered 100% Preferred coverage is provided at an IOE contracted facility only.
Bariatric Surgery	\$500 per day for the first 3 days per admission, thereafter Covered 100%
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	



**PLAN DESIGN & BENEFITS
 PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK**

FAMILY PLANNING IN-NETWORK

Infertility Treatment
 Member cost sharing is based on the type of service performed and the place of service where it is rendered.
 Diagnosis and treatment of the underlying medical condition.

Voluntary Sterilization
 Member cost sharing is based on the type of service performed and the place of service where it is rendered.
 Including tubal ligation and vasectomy.

PRESCRIPTION DRUG BENEFITS IN-NETWORK

Retail
 \$15 copay for formulary generic drugs, \$30 copay for formulary brand-name drugs, and \$50 copay for non-formulary brand-name and generic drugs up to a 30 day supply at participating pharmacies.

Mail Order
 \$30 copay for formulary generic drugs, \$60 copay for formulary brand-name drugs, and \$100 copay for non-formulary brand-name and generic drugs up to a 31-90 day supply from Aetna Rx Home Delivery®.

Aetna Specialty CareRxSM
No Mandatory Generic (NO MG) - The member pays the applicable copay only.
Plan Includes: Performance Enhancing Medication.
 Oral fertility drugs included.
 Precert included with 90 day Transition of Care
 Step Therapy included with 90 day Transition of Care.

Prescription Drug Deductible; per calendar year
 None Individual
 None Family

GENERAL PROVISIONS IN-NETWORK

Dependents Eligibility
 Spouse, children from birth to age 26 regardless of student status.

Pre-existing Conditions Exclusion
 On effective date: Waived
 After effective date: Waived

Exclusions and Limitations

Health benefits and health insurance plans are offered and/or underwritten by Aetna Health of California Inc. Each insurer has sole financial responsibility for its own products.

~~This material is for information only. Health benefits plans contain exclusions and limitations.~~

Not all health services are covered. See plan documents for a complete description of benefits, exclusions, limitations and conditions of coverage. Plan features and availability may vary by location and are subject to change.

You may be responsible for the health care provider's full charges for any non-covered services, including circumstances where you have exceeded a benefit limit contained in the plan. Providers are independent contractors and are not agents of Aetna. Provider participation may change without notice. Aetna does not provide care or guarantee access to health services.



**PLAN DESIGN & BENEFITS
PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK**

The following is a list of services and supplies that are generally *not covered*. However, your plan documents may contain exceptions to this list based on state mandates or the plan design or rider(s) purchased by your employer.

- All medical and hospital services not specifically covered in, or which are limited or excluded by your plan documents.
- Cosmetic surgery, including breast reduction.
- Custodial care.
- Dental care and dental x-rays.
- Donor egg retrieval.
- Durable medical equipment.
- Experimental and investigational procedures, except for coverage for medically necessary routine patient care costs for members participating in a cancer clinical trial.
- Hearing aids.
- Home births.
- Immunizations for travel or work except where medically necessary or indicated.
- Implantable drugs and certain injectible drugs including injectible infertility drugs.
- Infertility services, including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT, ICSI and other related services, unless specifically listed as covered in your plan documents.
- Long-term rehabilitation therapy.
- Non-medically necessary services or supplies.
- Orthotics except diabetic orthotics.
- Outpatient prescription drugs (except for treatment of diabetes), unless covered by a prescription plan rider and over-the-counter medications (except as provided in a hospital) and supplies.
- Radial keratotomy or related procedures.
- Reversal of sterilization.
- Services for the treatment of sexual dysfunction or inadequacies including therapy, supplies or counseling or prescription drugs.
- Special duty nursing.
- Therapy or rehabilitation other than those listed as covered.
- Treatment of behavioral disorders.
- Weight control services including surgical procedures, medical treatments, weight control/loss programs, dietary regimens and supplements, appetite suppressants and other medications; food or food supplements, exercise programs, exercise or other equipment; and other services and supplies that are primarily intended to control weight or treat obesity, including Morbid Obesity, or for the purpose of weight reduction, regardless of the existence of comorbid conditions.

Aetna receives rebates from drug manufacturers that may be taken into account in determining Aetna's Preferred Drug List. Rebates do not reduce the amount a member pays the pharmacy for covered prescriptions. Aetna Rx Home Delivery and Aetna Specialty Pharmacy refer to Aetna Rx Home Delivery, LLC and Aetna Specialty Pharmacy, LLC, respectively. Aetna Rx Home Delivery and Aetna Specialty Pharmacy are licensed pharmacy subsidiaries of Aetna Inc. that operate through mail order. The charges that Aetna negotiates with Aetna Rx Home Delivery and Aetna Specialty Pharmacy may be higher than the cost they pay for the drugs and the cost of the mail order pharmacy services they provide. For these purposes, the pharmacies' cost of purchasing drugs takes into account discounts, credits and other amounts that they may receive from wholesalers, manufacturers, suppliers and distributors.



Southland Transit Inc
Effective Date: 09-01-2012
HMO Low Plan- California

**PLAN DESIGN & BENEFITS
PROVIDED BY AETNA HEALTH OF CALIFORNIA INC. - FULL RISK**

In case of emergency, call 911 or your local emergency hotline, or go directly to an emergency care facility.

If you require language assistance from an Aetna representative, please call the Member Services number located on your ID card, and you will be connected with the language line if needed; or you may dial direct at 1-888-982-3862 (140 languages are available. You must ask for an interpreter). TDD 1-800-628-3323 (hearing impaired only).

Si requiere la asistencia de un representante de Aetna que hable su idioma, por favor llame al número de Servicios al Miembro que aparece en su tarjeta de identificación y se le comunicará con la línea de idiomas si es necesario; de lo contrario, puede llamar directamente al 1-888-982-3862 (140 idiomas disponibles. Debe pedir un intérprete). TDD-1-800-628-3323 (sólo para las personas con impedimentos auditivos).

Plan features and availability may vary by location and group size.

For more information about Aetna plans, refer to www.aetna.com. While this material is believed to be accurate as of the production date, it is subject to change.

© 2011 Aetna Inc.

**WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS
SUNSHINE (SOUTH WHITTIER) SUTTLE SERVICE (2013-PA027)**

	<p style="text-align: center;">INSTRUCTIONS</p> <p>The contractor selected through this RFP process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of the processes and the steps associated with those processes.</p> <p>Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.</p> <p style="text-align: center;">ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT. IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.</p>
<p style="text-align: center;">QUESTION</p> <p>1. TRACKING HOURS WORKED</p> <p>1.1. How does the Proposer track employee hours actually worked?</p> <p>1.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?</p> <p>1.3. If the employees report to a central site with travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location?</p>	<p style="text-align: center;">RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.</p> <p>Employees have a schedule for work, but also have to check in and out of their work place. Drivers check in directly with the shift supervisor responsible on that day for on time pull-outs. The basis of on time tracking is the "roll out sheet" which is preprinted with all of the scheduled runs/drivers and he sign on/sign off times for those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.)</p> <p>The sheet is the source from which payroll entry is made, and it is made by a supervisor at the driver's location into a proprietary payroll software program. The entry is done throughout the payroll period rather than in one day, at the end of the payroll cycle. This prevents the errors that occur by trying to enter all hours for all employees on the last day. Additionally, it allows for checking any discrepancies with the employee at a time when everyone can remember the situation in question.</p> <p>We have no employees who report to a central work site and then travel. Each of our employees has an assigned work site which is where they report regularly for work. As such there is no travel pay owed for getting to the work site. Their paid time begins prior to pulling a revenue vehicle from the yard, as it includes time to complete the pre-trip inspections.</p>

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

2. REPORTING TIME

How does the Proposer know employees actually reported to work and at what time? For example, sign-in sheets, computerized check in, call-in system, or some other method?

Employees have a schedule for work, but also have to check in and out of their work site. The drivers check in directly with the shift supervisor responsible on that day for on time pull-outs. The basis of on time tracking is the "roll out sheet" which is preprinted with all of the scheduled runs/drivers and the sign on/sign off times for those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.)

3. RECORDS OF ACTUAL TIME WORKED

- 3.1. What records are created to document the beginning and ending times of employee's actual work shifts?
- 3.2. What records are maintained by the Proposer of actual time worked?
- 3.3. Are the records maintained daily or at another interval (indicate the interval)?
- 3.4. Who creates these records (e.g., employee, supervisor, or office staff)?
- 3.5. Who checks the records, and what are they checking for?
- 3.6. What happens to these records?
- 3.7. Are they used as a source document to create Proposer's payroll?
- 3.8. ATTACH ACTUAL COPIES OF THESE RECORDS (Please blank out any personal information)

As a company we have long understood the need to develop processes for tracking and submitting payroll. It is important to the employee to know and understood how their pay is tracked and issued. It is important to the company so that costs are controlled; and it is important because the law requires it. Thus, we worked many years ago with a software contractor to develop a program and process to meet all these needs, and which is generated from the specific location where the employee works. It is used in all of our locations throughout the southern California.

Employees have a schedule for work, but also have to check in and out of their work place. Drivers check in directly with the shift supervisor responsible on that day for on time pullouts. The basis of on time tracking is the "roll out sheet" which is preprinted with all of the scheduled runs/drivers and the sign on/sign off times or those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.) The sheet is the source from which payroll entry is made, and it is made by a supervisor at the location into our proprietary software program. A daily log is attached.

The entry is done throughout the payroll period rather, an in one day at the end of the payroll cycle. This prevents the errors that occur by taking to enter all hours for all employees on the last day. Additionally, the more frequent entry allows for checking any discrepancies with the employee at a time when everyone can remember the day in question so disputes are minimized.

Prior to the final steps of generating a paycheck, each location prints a pay period time sheet for each individual employee. It is given to the employee for signature. As it is done prior to the generation of a paycheck it allows the employee to raise issues regarding the time entered. We have trained our managers and supervisors to understand that this step is essential in producing accurate pay checks. If there is a question regarding the time entered it is addressed immediately, and the signed time sheet, are retained in our records. A copy of this system generated time sheet is attached to this form

Signed time sheets are retained in accordance with law. As described above they are the source documents.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY)

- 4.1. If records of actual time worked are not used to create payroll, what is the source document that is used?
- 4.2. Who prepares and who checks the source document?
- 4.3. Does the employee sign it?
- 4.4. Who approves the source document, and what do they compare it with prior to approving it?

There are no other documents used other than what has been previously described.

5. BREAKS

- 5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?
- 5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?
- 5.3. If so, who prepares, reviews, and approves such documentation?

Meal breaks are included in the daily driver schedules, drivers are relieved on their routes by a driver specifically assigned to "lunch relief." Each route has a ten minute scheduled "break" and the end of the trip (50 minutes). For the South Whittier shuttle LADWP staff has instructed STI to have drivers to take a full ten minute break if they have not had a full break for over one hour. For instance, the ten minutes included in the schedule is also for "recovery" time to get the service back on schedule. If the driver had to use part of the ten minutes for recovery at the end of "trip 1" they are instructed to take a full ten minute break at the end of "trip 2" regardless of schedule adherence.
Dispatch Center employees are approved for breaks by the on-site supervisor to insure that everyone is not gone at the same time.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

6. HOW PAYROLL IS PREPARED

- 6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.
- 6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?
- 6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made?
- 6.4. What information is provided on the check (e.g., deductions for taxes, etc.)?

6.5. ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).

The hours maintained and entered into the database for employees are electronically transmitted to our centralized payroll department in El Monte. The payroll personnel at that office check the hours and make entries to reflect changes in benefit deductions, legally required withholdings including child support orders, make certain that PTO accruals and deductions from those accruals are correct, as well as other payroll maintenance procedures. When these matters are done the payroll is transmitted electronically to ADP, our payroll provider, which generates the checks that are sent to the locations. Every employee receives a single check for the biweekly pay period. It includes straight time and overtime. The paycheck shows PTO accruals and all deductions from pay by specific category. Our procedures have been reviewed by the DPW staff for many years, due to our operation of several DPW contracts.

A copy of a pay check with the attached Earnings Statement is attached to this form.

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>7. MANUAL PAYROLL SYSTEM</p> <p>7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check.</p> <p>7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?</p>	<p>We do not use a manual payroll system.</p>
<p>8. AUTOMATED PAYROLL SYSTEM</p> <p>8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll.</p> <p>8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid?</p> <p>8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?</p>	<p>As described above we have a proprietary payroll database for recording hours our payroll checks are prepared by ADP. Response to Question 6 describes the transmission of that information in order to get checks processed.</p> <p>Should any employee work in a single pay week at two different pay rates, our system has provided space for that to occur. The local payroll entry person would enter the hours worked under one pay rate under pay rate 1, and the individual hours worked under pay rate 2 separately. Should such an instance occur, the system calculates the total wages paid based on the entries in the two categories. As required by California law, this includes calculating the weighted rate that would be used for overtime in that pay week.</p>

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

9. TRAVEL TIME

- 9.1. How is travel time during an employee's shift paid?
- 9.2. At what rate is such travel time paid if the employee has multiple wage rates?
- 9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:
 - a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate.
 - b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.

Travel time is rarely an issue for drivers in our company. Employees report to a regular work site. Travel time is so rare that we do not have a separate pay rate for travel time it would be counted as regular pay.

County staff employees are not assigned to work for other services on any regular basis. Every contract of service has differing pay rates tied to the contract in place for that service. Should there be a shortage of drivers or staff a service such that we would assign a regular County contract employee to do "cover work" the "County" employee doing the cover work would receive their regular rate of pay which would be the County Living Wage Rate. Only in the case of an employee being permanently transferred to another service either by the employee's request or at the request of the County staff, would the wage rate change and that change would be permanent.

In light of the fact that we do not have the situations described in Question 9.3 no answer is being provided.

10. OVERTIME

- 10.1. How does the Proposer calculate overtime wages?
- 10.2. What if the employee has multiple wage rates?

There are two earnings statements with time sheets attached. The first reflect a driver who has a C license. These drivers, like almost all employees in California, are subject to daily overtime, i.e. overtime after eight hours worked in a day. The Bi-weekly hours Summary, which is in fact a time sheet, thus shows daily overtime worked under the column Hours x 1.5. The earnings statement shows period total line shows 79.83 hours worked at straight time and 17.85 hours worked as overtime with a rate of time and a half.

Print Name:

Scott Transit

Signature:



Company:

Southland Transit

Date:

12-16-12

10. OVERTIME

10.1. How does the Proposer calculate overtime wages?

10.2. What if the employee has multiple wage rates?

The second earnings statement is for a driver with a Class B license. These drivers are an exception to daily overtime set forth in the Transportation Wage Order (based on the size of vehicle they are driving). The exception is necessary due to the fact that the B license and the hours worked by B license drivers are subject to federal law and the regulation of the USDOT. As such A and B license drivers are paid overtime AFTER 40 hours worked in a week, again, based on the size vehicle they are driving. In those cases the driver paychecks show all hours paid as straight time. Overtime is then paid at time and a half the pay rate for the hours that qualify as overtime. For example on the attached earnings statement for the B license driver, a driver on our County fixed-route system in Whitier, the time sheet shows a total of 88.17 hours worked. The earnings statement shows earnings of 88.17 hours worked at regular pay, and 8.17 hours worked at overtime rate which is half the regular rate of pay.

This process of paying A or B license drivers in this manner was actually begun when the company had numerous drivers who had more than one pay rate. The halftime rate could then reflect the overtime hours paid at a rate based on the weekly "regular rate of pay" (a weighted rate which reflects work at all the different pay rates during the pay week in question).

Recognizing how this works is difficult for some employees to understand. Because of this the issue of wage calculation and how it appears on diver checks is part of the Southland manager and supervisor classes on human resources issues. Thus, when an employee has questions about the paycheck and where their overtime is reflected, the line manager or supervisor can answer those questions directly. The training also addresses rules regarding overtime calculations.

Ordered by: Name

Southland Transit, Inc.

Friday 11/30/2012

Date range: 11/17/2012 - 11/30/2012

TIME CARD REPORT

15:46:45

Page: 1

Code Name
006342 ██████████

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	MEAL	TOTAL	DOLLARS
11/22/2012	THU	WORK	14:02	18:00	3.97	8.97				1.00	9.97	
		LUNCH	18:00	19:00	1.00							
		WORK	19:00	00:00	5.00							
11/23/2012	FRI	WORK	15:01	19:00	3.98	8.03				1.00	9.03	
		LUNCH	19:00	20:00	1.00							
		WORK	20:00	00:03	4.05							
11/24/2012	SAT	WORK	15:01	18:00	2.98	8.00				1.00	9.00	
		LUNCH	18:00	19:00	1.00							
		WORK	19:00	00:01	5.02							
11/25/2012	SUN	WORK	15:02	16:17	1.25	1.25					1.25	
11/26/2012	MON	WORK	14:02	15:02	1.00	1.00					1.00	
EMPLOYEE TOTALS						27.25	0.00	0.00	0.00	3.00	30.25	0.00

EMPLOYEE

SUPERVISOR

CO. FILE DEPT. CLOCK NUMBER
EFW 6342 001400 00004346

Earnings Statement

Period beginning: 11/17/2012
Period ending: 11/30/2012
Pay date: 11/29/2012

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVENUE
EL MONTE, CA 91731

Social Security Number: XXX-XX-5171
Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 2
State: 2
Local: 2

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
HIGHLAND PARK, CA 90043

Earnings	rate	hours	this period	year to date
Regular		29.25	389.03	
Personal		22.30	296.59	
PTO Holiday		48.00	638.40	
Gross Pay			\$1,324.02	29,633.09**

Deductions	Statutory		
Federal Income Tax	-37.25*		2,628.38**
Social Security Tax	-54.98*		1,229.22**
Medicare Tax	-18.98*		424.37**
CA SUI/SDI	-13.09*		292.67**
Other			
125 D/hmo		-15.00	
Net Pay		\$1,184.72	

** YTD figures as of the last payroll processing
* Calculations are based on the exemptions from the last payroll processing

SAFEGUARD LITHO USA

TO REORDER CALL: 800-427-6741

Y11SF004520M 06/11

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVENUE
EL MONTE, CA 91731

00004346

16-7038/3220

Pay date: 11/29/2012

Pay to the order of
This amount

ONE THOUSAND ONE HUNDRED EIGHTY FOUR AND 72/100 DOLLARS

\$1,184.72

VOID IF NOT CASHED IN 6 MONTHS

EAST WEST BANK
135 N. LOS ROBLES AVE., SUITE 600
PASADENA, CA 91101


AUTHORIZED SIGNATURE

SAFEGUARD LITHO
SAFEGUARD SECURITY
MP

DOCUMENT INCLUDES A HIDDEN WORD. DO NOT CASH IF THE WORD VOID IS VISIBLE. DOCUMENT ALSO CONTAINS HEAT SENSITIVE INK. TOUCH HERE - RED IMAGE DISAPPEARS WITH HEAT



DATE: 11/28/2012

DAY OF THE WEEK: WEDNESDAY

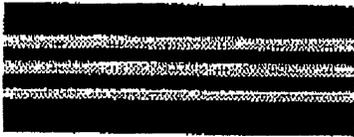
SIGN IN SHEET FOR LA COUNTY WHITTIER DAR

ROUTE	DRIVER	VEH #	TIME IN	LUNCH START	LUNCH END	TIME OUT	FUEL SLIP	DVD/TRIP SHEET	KEN/FUEL CARD	DISPATCH 'INITIAL'	DRIVER 'INITIAL'	COMMENTS
WH 1	Victoria Rivera 06:45-15:15	194	6:45	10:40	11:10	15:40	Y	Y	Y	JLC	VR	
WH 2	Jorge Oceana 09:00-17:30	205	9:00	1:15	1:45	18:20	N	Y	Y	JLC	JO	
WH 3	Luis Moreno 06:45-16:45	195	6:45	11:10	12:00	17:00	Y	Y	Y	JLC	LM	
WH 4	Gerardo Andrade 06:45-15:15	190	6:45	10:50	11:20	16:00	Y	Y	Y	JLC	GA	
WH 5	Javier Galvez 06:45-15:15	102	6:45	10:55	11:25	16:25	Y	Y	Y	JLC	JG	
WH 6	Danny Bishop 06:45-15:15	204	6:45	10:40	11:10	15:00	N	Y	Y	JLC	DB	
WH 7	Israel Zamudio 09:00-17:30	192	9:00	1:15	1:45	19:00	Y	Y	Y	JLC	IZ	
WH 8	Cesar Amaya 06:45-15:15	193	6:45	10:50	11:20	16:00	Y	Y	Y	JLC	CA	
WH PRO	David Thompson 09:00-17:30	191	9:00	1:00	1:30	17:40	Y	Y	Y	JLC	DT	

SIGN IN FOR REPLACEMENT OR STAND-BY

	:	:	:	:	:	:	:	:	:	:	:	
	:	:	:	:	:	:	:	:	:	:	:	
	:	:	:	:	:	:	:	:	:	:	:	

BY INITIATING, YOU ARE TAKING RESPONSIBILITY THAT ALL TIMES ARE CORRECT. ALL PAPERWORK IS TURNED IN AND COMPLETE. GAS RECEIPT AND KEYS ARE TURNED IN



State of California Secretary of State



STATEMENT OF INFORMATION (Domestic Stock and Agricultural Cooperative Corporations) FEES (Filing and Disclosure): \$25.00. If amendment, see instructions. IMPORTANT — READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

This Space For Filing Use Only

1. CORPORATE NAME (Please do not alter if name is preprinted.) S

C2313654
SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVENUE
EL MONTE, CA 91731

DUE DATE:

NO CHANGE STATEMENT (Not applicable if agent address of record is a P.O. Box address. See instructions.)

2. If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 16.
If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement has been previously filed, this form must be completed in its entirety.

COMPLETE ADDRESSES FOR THE FOLLOWING

 (Do not abbreviate the name of the city. Items 3 and 4 cannot be P.O. Boxes.)

3. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY	STATE	ZIP CODE
4. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE CA	ZIP CODE
5. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 3	CITY	STATE	ZIP CODE

NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS

 (The corporation must have these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

6. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
7. SECRETARY/	ADDRESS	CITY	STATE	ZIP CODE
8. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE

NAMES AND COMPLETE ADDRESSES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE ALSO OFFICERS

 (The corporation must have at least one director. Attach additional pages, if necessary.)

9. NAME	ADDRESS	CITY	STATE	ZIP CODE
10. NAME	ADDRESS	CITY	STATE	ZIP CODE
11. NAME	ADDRESS	CITY	STATE	ZIP CODE

12. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

AGENT FOR SERVICE OF PROCESS (If the agent is an individual, the agent must reside in California and Item 14 must be completed with a California street address (a P.O. Box address is not acceptable). If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and item 14 must be left blank.)

13. NAME OF AGENT FOR SERVICE OF PROCESS

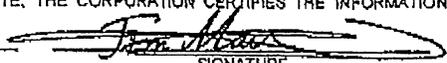
14. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL

CITY	STATE	ZIP CODE
	CA	

TYPE OF BUSINESS

15. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

16. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

8/1/10 Timmy Mardirossian President 

DATE TYPE/PRINT NAME OF PERSON COMPLETING FORM TITLE SIGNATURE



State of California

Kevin Shelley

Secretary of State

STATEMENT OF INFORMATION

(Domestic Stock Corporation)

S

FEEs (Filing and Disclosure): \$25.00. If amendment, see instructions.

IMPORTANT — READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. **CORPORATE NAME** (Please do not alter if name is preprinted.)

2007

C2313654
SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE.
EL MONTE, CA 91731

This Space For Filing Use Only

CALIFORNIA CORPORATE DISCLOSURE ACT (Corporations Code section 1502)

2. Check here if the corporation is publicly traded. If publicly traded, complete this form and the Corporate Disclosure Statement (Form SI-PTSUPP). See Item 2 of instructions.

COMPLETE ADDRESSES FOR THE FOLLOWING (Do not abbreviate the name of the city. Items 3 and 4 cannot be P.O. Boxes.)

3. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY AND STATE	ZIP CODE
3650 ROCKWELL AVENUE	EL MONTE, CA	91731

4. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
3650 ROCKWELL AVENUE	EL MONTE	CA	91731

NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS (The corporation must have these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY AND STATE	ZIP CODE
TIMMY MARDIROSSIAN	3650 ROCKWELL AVE.	EL MONTE, CA	91731

6. SECRETARY/	ADDRESS	CITY AND STATE	ZIP CODE
SEDA MARDIROSSIAN	3650 ROCKWELL AVE.	EL MONTE, CA	91731

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY AND STATE	ZIP CODE
CAROL STORY	3650 ROCKWELL AVE.	EL MONTE, CA	91731

NAMES AND COMPLETE ADDRESSES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE ALSO OFFICERS (The corporation must have at least one director. Attach additional pages, if necessary.)

8. NAME	ADDRESS	CITY AND STATE	ZIP CODE
TIMMY MARDIROSSIAN	3650 ROCKWELL AVE.	EL MONTE, CA	91731

9. NAME	ADDRESS	CITY AND STATE	ZIP CODE
SEDA MARDIROSSIAN	3650 ROCKWELL AVE.	EL MONTE, CA	91731

10. NAME	ADDRESS	CITY AND STATE	ZIP CODE
CAROL STORY	3650 ROCKWELL AVE.	EL MONTE, CA	91731

11. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

AGENT FOR SERVICE OF PROCESS (If the agent is an individual, the agent must reside in California and Item 13 must be completed with a California address. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and item 13 must be left blank.)

12. NAME OF AGENT FOR SERVICE OF PROCESS

TIMMY MARDIROSSIAN

13. ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
3650 ROCKWELL AVE.	EL MONTE	CA	91731

TYPE OF BUSINESS

14. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
TRANSPORTATION SERVICES

15. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

CAROL STORY

CFO

6-13-07

TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM

SIGNATURE

TITLE

DATE

Results Detail

Last statement filed on: 6/8/2009

Corporation		
SOUTHLAND TRANSIT, INC.		
Number: C2313654	Incorporation Date: 6/1/2001	Status: Active
Jurisdiction: CA	Type: Domestic Stock	
Address		
3650 ROCKWELL AVE, EL MONTE, CA 91731		
Agent For Service Of Process		
TIMMYMARDIROSSIAN 3650 ROCKWELL AVE, EL MONTE, CA 91731		

Please review this information to determine if you have located the correct corporation.

[Search Results](#)

[Continue Filing](#)

[New Search](#)

2313654

State of California



SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of _____ page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

JUN 06 2001



Secretary of State

JUN 01 2001

ARTICLES OF INCORPORATION
OF
SOUTHLAND TRANSIT, INC.

BILL JONES, Secretary of State

I.

The name of this corporation is SOUTHLAND TRANSIT, INC.

II.

The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under the general corporation law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

III.

The name and address in the State of California of this corporation's initial agent for service of process is: TIMMY MARDIROSSIAN, 2623 River Avenue,

Rosemead, California 91770.

///

///

///

///

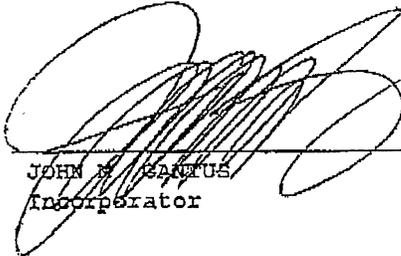
///

///

IV.

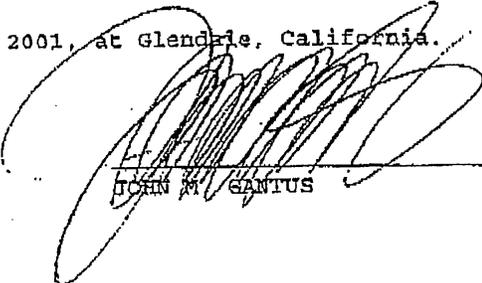
This corporation is authorized to issue only one class of shares of stock; and the total number of shares which this corporation is authorized to issue is one thousand (1,000) shares.

DATED: May 31, 2001



JOHN M. SANTUS
Incorporator

I hereby declare that I am the person who executed the foregoing Articles of Incorporation which execution is my act and deed. Executed this 31 day of May, 2001, at Glendale, California.



JOHN M. SANTUS



VEHICLE OPERATOR HANDBOOK

Transit Division



This handbook supersedes all other Vehicle Operator Handbooks only
January 2011

A. General Rules

At times, situations not covered by these rules, the Employee handbook, Code of Safe Practices, and the Injury and Illness Plan may arise. Operators must exercise good judgment when encountering these situations. All such situations must be reported to a dispatch or a supervisor.

1. Knowledge of Rules and Procedures

An operator must become familiar with all rules and regulations. Ignorance of rules, procedures, special orders and/or instruction will not excuse negligence or omission of duty. When necessary, Operators must seek guidance from dispatch or supervisory personnel regarding clarification of any procedure or special instruction.

2. Special Orders and Instruction

Special orders and instructions supersede all above mentioned rules and regulations contained herein and are to be obeyed while in effect. Special orders and instruction may be issued in the form of;

- Bulletins
- Notices
- Memos
- Schedule letters

3. Compliance with Instructions

Operators must accept responsibility for and carry out the oral or written instruction of any authorized STI representative. Authorized STI representatives may include;

- Dispatch
- Road Supervisor
- Safety and Training Manager
- Project or General Manager
- President, Vice President, and/or Director

4. Bulletin Boards, Mailboxes

Operators must consult the bulletin boards and check their mailbox, if provided, before and after each day's assignment. Upon return from any absence from duty, an Operator must consult the bulletin board for updates and changes. The addition of, defacement of, or unauthorized removal of, any material posted by STI is considered gross misconduct, and is grounds for disciplinary action.

5. Laws and regulations

Title 13 of the California Code of Regulation (13CCR), California Vehicle Code and title 49 of the Code of Federal Regulations (CFR) govern most of the operations and maintenance of STI revenue and non-revenue vehicles. The California Highway Patrol (CHP) Motor Carrier Division is the regulatory agency for commercial vehicle as defined in Section 34500 of the California Vehicle Code. These laws and regulations, including applicable city laws and regulations are hereby made part of these rules. Operators are required to comply with all applicable laws and regulations.

6. Cooperation with Law Enforcement & Fire Department Agencies

Operators must cooperate with law enforcement and fire department agencies. If such cooperation creates a dangerous situation or departure from an established STI procedure, notify the appropriate supervisor. The operator must submit a report regarding the incident at the end of their work assignment.

7. Licenses, Medical Certificates, Verification of Transit Training (VTT), Verification of Developmentally Disables passenger (VDDP), and General Public Paratransit Vehicle Certificate (GPPV).

All employees responsible for operating STI vehicles must have the following documents in their possession at all time while on duty if applicable;

- Valid California Driver License (appropriate class and endorsement)
- Valid Department of Motor Vehicles (DMV) medical Certificate (DL-51)
- Valid California VTT certificate
- Valid VDDP certificate
- Valid GPPV certificate

Revocation, suspension or loss of a required license, certificate or document must be reported to management before an operator signs on to his/her work assignment.

8. Safety in Yards and Terminals

Operators must be alert and take the necessary precautions to ensure their personal safety and the safety of others. All unsafe conditions must be reported immediately to a supervisor.

9. Seat Belts

Operators must wear seatbelts when operating any revenue or non-revenue vehicle. Failure to comply will result in immediate disciplinary actions including up to termination of employment.

10. Electronic Devices

All electronic devices must be off and not visible when operating any STI vehicle. Such devices include, but are not limited to;

- Mobile Telephones
- Computer and Accessories
- Electronic audio and visual devices

Such devices may be used during layovers; however, Operators must use common sense and good judgment to avoid conflict with customers. Keep such devices secured and out of sight when not in use. STI is not responsible for lost or stolen items.

11. Advertisements

No advertisements, cards, posters, or signs, other than those placed by STI, are permitted either inside or outside of any STI facility or equipment. Operators are not permitted to display any advertisements, political or religious stickers on their badges, equipment, or uniforms.

12. Restroom facilities

Restrooms provided by STI or private agencies (restaurants, service stations, or other designated locations) for use by Operators must be kept clean. Operators who vandalize or litter these facilities will be subject to disciplinary actions.

A. SAFETY

1. Reporting for Duty

When reporting for duty, Operators must be in proper uniform and fully equipped to work at the time and place determined by their assignment or as instructed by supervisory personnel.

2. Supplies

Operators must obtain all the supplies required to perform their assignment and must secure them properly.

3. Routes – Pull-out, Pull-in, and Off Route

Operators must strictly adhere to all operating procedures and traffic laws on all pull-out, pull-in, and off route trips. Operators must never park or layover in any unauthorized location. Unnecessary deviations or delays are prohibited.

4. Establish Routes

Deviating from established routes is prohibited, unless directed by emergency personnel or STI supervisor. When directed, the Operator must notify dispatch immediately and file a report upon the completion of their shift.

5. Service Delays

Operators must contact dispatch immediately when a delay or blockade has interrupted service for more than 10 minutes or may prevent the bus from reaching the terminal in sufficient time to depart less than 10 minutes late after scheduled departure time. Operator must also notify dispatch once the delay or blockade has been cleared.

Operators conducting dial-a-ride service must contact dispatch if they are 5 minutes behind the scheduled pick up time.

6. Running Time

Speed must be governed so that Operators arrive at time points safely and on schedule. DO NOT depart time points earlier than the schedule time. DO NOT arrive at time points or relief points more than one (1) minute ahead of the scheduled departure time. Running time must be distributed evenly between time points. Exercise good judgment in an effort to provide timely service.

7. Litter

All litter must be disposed of properly in trash receptacles.

8. Unattended Buses

When a bus is left unattended at any location, it must be properly secured. Do not leave any supplies or personal items on the bus. Operators must keep in their possession all issued supplies. Make sure no passengers are left on the bus. If the bus is equipped with a lockable front door, use the key to lock it. Return to the bus in sufficient time to prepare it for service, allow customers to board, and depart at the scheduled time.

9. Announcing Departure and Arrivals

Operators must announce the departure before departing from any station. Operators must also announce arrivals when approaching at all scheduled time points.

10. Freeway Emergency – Call Boxes

If a vehicle becomes disabled on a freeway, if it is safe to do so, attempt to exit the freeway at the nearest off ramp. If not possible to exit, move to the right shoulder, secure the vehicle and notify dispatch immediately. If the vehicle is stopped in traffic or a left shoulder, remain in the vehicle and never attempt to cross freeway lanes on foot to reach a call box.

11. Operating While Ill or Fatigued

Operators must never operate any STI vehicle if their ability or alertness is impaired as a result of illness, fatigue, or any other condition that could create a safety hazard. Operators experiencing such conditions must immediately report the problem to dispatch.

12. Lost Articles

Unless otherwise instructed, all Operators must turn in any article found in a STI vehicle or property. Articles of importance (medication, legal documents, etc.) should be reported to dispatch at the time they are found. Perishable items such as food should NOT be turned in. They should be disposed of properly. STI and its' clients are not responsible for lost or stolen items. This includes customers and Operators personal items.

13. Animals on Board the Bus

Each contract that STI operates has different rules regarding transporting animals. Check with your General/Project Manager (see addendum 1) for rules governing transporting of animals. Service animals are allowed with no exception. If other animals are permitted to be transported, they must be transported in a suitable carrier.

14. Reporting Accidents or Incidents

Involvement in any accident or incident, whether actual or alleged, must be reported to dispatch immediately. If unable to contact by radio, use the first available telephone. An accident/incident report must be completed at the end of the shift.

15. Request for Assistance

Any request for emergency assistance must be made through dispatch. An Operator may personally request the assistance of a law enforcement officer located at the scene; however, notify dispatch immediately after.

16. Striking a Fixed Object or Unattended Vehicle

If a STI vehicle strikes a fixed object or an unattended vehicle, a reasonable effort must be made to locate the property owner or driver of the vehicle. If unable to locate leave a note providing your name, vehicle number, and your facility address. Place the note in a visible place on the object struck and notify dispatch immediately. An accident/incident report must be completed at the end of the shift.

17. Hold ups, Disturbances, and/or Altercations

Report all hold ups, disturbances, and/or altercations to dispatch as soon as it is safe to do so.

18. Witness Reports

Operators who witness an accident must report the incident to dispatch and submit an incident report upon completion of their assignment.

19. Fare Evasion/Policy Enforcement

DO NOT create a situation that can jeopardize your safety or the customers' safety. Never insist upon compliance of policies or payment of fares. Insisting on compliance can lead to altercations. Quote the policy and fare once and continue in service. File an incident report at the completion of your shift.

20. Disabled Bus Outside of yard

An operator must notify dispatch immediately when a vehicle becomes disabled. If mechanical assistance or a supervisor does not arrive within 30 minutes, call dispatch again and continue to do so at 30 minute intervals until assistance arrives. If a mechanic arrives and repairs or replaces the vehicle prior to the arrival of a supervisor, contact dispatch for instruction.

21. Accepting Bus Change

Operators must accept a vehicle change. If the operator deems the replacement vehicle unfit for service, they must notify dispatch of the specific reason and note any defects on the DVI.

22. Transfer Connection

Operators must ensure that customers arriving at or approaching a transfer point are given an opportunity to board their buses, i.e. If the Operator sees the customers walking toward the vehicle or the transferring vehicle arrived late, the operator must wait for the customers to board.

23. Bus Check Prior to Pull-in

Operators must check the vehicle for lost articles and/or sleeping or intoxicated persons upon arrival at the scheduled bus stop before arriving at their terminal or yard. Customers must never be carried to a terminal or yard. Operators finding such individuals must use their best judgment in attempting to awaken them. If unsuccessful, contact dispatch for further instruction. Operators must check the vehicle for any damages or defects and note them on the DVI.

B. VEHICLE OPERATION

1. Operation Within Yard/Terminal

At any yard, terminal, off street, or station, vehicles must be operated at a safe speed according to conditions, but never to exceed 5 miles per hour, or the posted speed limit, whichever is less. Operators must stop at all crosswalks and obey all safety stops. This includes all vehicles, company or private.

2. Tampering with Equipment

Operators must not attempt to obstruct, adjust, alter, or tamper with the position or normal operation of any STI equipment, including but not limited to, lifts/ramps, fareboxes, door mechanisms, radios, alarms, or camera systems.

3. Signs

Operators must display the proper run number, destination, route, or out of service sign at all times.

4. Pre trip and Post Trip Inspection

A proper and complete pre trip must be conducted on every vehicle prior to leaving the yard or station. A proper and complete post trip inspection must be

conducted at the end of the Operators shift. All inspections must be marked on the Daily Vehicle Inspection (DVI) sheet.

5. Backing the Bus

DO NOT back a bus. If it becomes necessary to back up, use a reliable guide and exercise good judgment. Notify dispatch before and after the procedure.

6. Vehicle Cleanliness

Check the interior of all STI vehicles for cleanliness prior to pulling out of the yard. Report all unsatisfactory conditions to dispatch. Once in service, check the vehicle at each terminal or layover to ensure that the interior of the vehicle remains clean and free of debris.

7. Operating Speed

Maintain a safe speed at all times while operating any STI vehicle. Use caution when operating in high volume traffic areas, busy business districts, or any other congested areas. DO NOT exceed posted speed limits at any time.

8. Transporting Friends or Relatives

Transporting friends, relatives or unauthorized personnel in any STI vehicle, including a "not in service" vehicle at any time is strictly prohibited.

9. Operating Under Control

"Operating Under Control" means that the vehicle must be operated in such a manner that a safe stop can be made with a normal application of the brakes. DO NOT conduct any transactions requiring the removal of both hands from the steering wheel while the vehicle is in motion. DO NOT assume any unnatural or unsafe driving position or engage in any activity that could interfere with the proper observation of traffic or the safe operation of the vehicle.

10. Attention While Driving

When operating any STI vehicle, Operators must devote full attention to driving and traffic conditions. DO NOT engage in any unnecessary conversation while operating a vehicle. Operators are prohibited from reading and type of materials, including electronic devices, while operating any STI vehicle.

11. Fueling of Vehicles

All Operators are required to be outside standing next to the fuel nozzle when fueling all vehicles. It is the Operators responsibility to ensure that the fuel nozzle is properly returned to the fuel pump.

C. APPEARANCE

1. General Statement

STI's public image is largely influenced by the appearance of its Operators. Operators must maintain a neat, clean, and professional appearance at all

times. Operators interact directly with the public and therefore must present a professional, service-oriented appearance.

2. Reporting for Duty

When reporting for duty, an operator must appear neat, clean, and orderly and dresses in a complete uniform.

3. Dress Code

All Operators must follow the company dress code and any contractual code.

D. OPERATOR/CUSTOMER RELATIONS

1. Customer Relations

Keeping in mind all the rules and procedures, Operators are to provide at a minimum, continual service. Continual service is:

- Operating safely while striving for reliable service.
- Greeting customers/acknowledging their patronage.
- Fair/consistent treatment of all customers.
- Being prepared to assist customers with special needs.
- Answering questions/providing informational material.
- Maintaining a clean and safe bus.

2. Calling Stops

Operators are responsible for knowing how to use the Automatic Voice Annunciation (AVA) system if available and using it to announce the major stops along the route. If the AVA is not available or functioning, the Operator must announce in a loud and clear voice each major time point or transfer point along with announcing departure from a terminal.

3. Conversation

Avoid all unnecessary conversation while the vehicle is in motion. Questions should be answered briefly and politely, without diverting attention from the road. Treat and answer each question as if it is the first time you heard it, regardless of how many times you have heard it asked before.

4. Fare Policy Enforcement

Operators are required to enforce the fare policy equally and fairly with each customer. Operators are required to make a reasonable effort to collect fares. When requesting compliance the Operator should keep in mind their safety and that of the other customers as well as maintaining service.

5. Enforcement of Laws, Ordinances, and Policy

Operators must be respectful and civil when requesting customers to comply with laws, ordinances, and STI policies. Any such requests should be made only once. If the customer fails to comply with the request DO NOT pursue the matter any further. Notify dispatch for possible supervision to intervene.

6. Detaining Customers

DO NOT attempt to prevent customers from leaving the vehicle, unless it is unsafe to alight. If there is a dangerous situation on the vehicle, stop at the first safest place, secure the bus and open all doors.

7. Ejection

It is illegal and prohibited for Operators to place their hands upon a customer without their permission. Customers behaving in a disruptive or offensive manner should be requested to stop the offending conduct. Operators are to use their best judgment when choosing the words to address the situation. If the problem continues, notify dispatch for a supervisor to intervene.

8. Refusing Transportation

Transportation may be refused to an individual or group who poses a threat to, or endangers the safety of the Operator, customers and/or STI equipment. Report any incident to dispatch immediately and file an incident report at the end of the shift. Try to obtain Courtesy card information from other customers regarding the incident.

9. Passing Up Customers

Every effort must be made to ensure that customers are not passed up. Operators are to exercise good judgment and common sense and must never intentionally refuse service, leave the bus in an unsafe area, or pass up customers at any bus stop except for the following reasons:

- When instructed to do so by STI Staff.
- Bus is at full capacity (contact dispatch, state the location where service was stopped and resumed with the approximate number of customers who was passed up.) Notify customers at stops via AVA system stating the bus is full.

10. Not in Service Trips

Customers will not be allowed to ride buses on "Not In Service" trips without authorization from management.

11. Unnecessary Service Delays

At any time, while operating any STI vehicle, Operators must never stop to purchase food or beverage, or to conduct personal business. Stopping along the route to use the restroom in an emergency is permissible. If said stop is at a business that sells food/beverages, Operators are not permitted to make purchases.

Operator conducting dial-a-ride service must notify dispatch if there is a gap of more than 15 minutes between scheduled pick ups.

12. Wheelchairs/Customers with Disabilities

To be in compliance, every Operator shall provide customers with disabilities equal access to STI services as it is available to all customers. The effort shall include allowing customers using a wheelchair to board first and alight last. Also, request that able bodied persons occupying senior/disabled priority seats

surrender them in deference to the boarding disabled or senior party. Operators are required to make the request, but are not required to demand compliance. If for any reason, a customer defined in this book as a person with a disability is unable to board, the Operator must contact dispatch in the presence of the customer giving the location, their destination, number of persons traveling, and the reason why they could not be boarded.

Unless otherwise instructed, all wheelchairs must be secured with the wheelchair securement straps. A minimum of four (4) straps will be used for an occupied wheelchair and a minimum of two (2) straps for an unoccupied wheelchair. On fixed routes buses, encourage the rider to allow for the use of the shoulder belt but the use is not mandatory. On Dial-A-Ride service the use of a shoulder belt is mandatory. If you encounter a situation where the rider refuses to have their wheelchair secured, contact dispatch immediately and wait for instruction.

If a customer is traveling with a Personal Care Attendant (PCA) or Companion, it is the Operators responsibility to assist the boarding and alighting the vehicle. Ask the customer if they require assistance boarding or alighting before rendering assistance.

13. Use of Accessible Equipment

As specified in ADA guidelines, use of the lift, ramp or kneeling device shall not be restricted to customers who are disabled. Upon request, any individual who wishes to use the wheelchair lift/ramp or kneeling device to board and/or alight will be permitted to do so.

14. Mobility Aids

Customers using walking aids including but not limited to walkers, canes, crutches, or braces, are afforded the same protection of rights under ADA as customers using wheelchairs. Once the customer is safely onboard, Operators must make an effort to accommodate the customers special needs, which should include giving them more time to find a seat, help them find a seat, or time to hold on to a stanchion, rail or strap before pulling away from the stop.
~~When alighting, Operators should not pull away from the vehicle, allowing distance between the customer and vehicle.~~

15. Breastfeeding

California state law and STI policy specifically allows nursing mothers to breastfeed an infant/child while riding.

16. Deviating from Procedures

Operators may encounter situations that require deviating from prescribed procedures. When these situations arise, operators are to consider their safety and that of their customers and the equipment. Operators will use their best judgment to decide what procedure best serves the customer but never violating or compromising basic rules and safety practices. Contact dispatch if a situation requires it.

17. Fair and Consistent treatment of Customers

Operators are required to treat all customers in a consistent, courteous, respectful, and professional manner at all times.

18. Greeting Customers

Operators are required to greet all customers. A greeting can be verbal, a gesture (simple nod of the head), or eye contact.

19. Reliable Service

Operators should strive for delivering reliable service, while operating safely. Safety is a priority at all times and it should never be compromised for schedule adherence.

E. COMMUNICATION

1. General Statement

This section contains specific rules governing safe and efficient communication. Operators must use good judgment when dealing with situations that may require the use of the radio. Situations arising not covered in this section should be reported to dispatch.

2. Radio Conduct

Vehicle equipped two-way radio system falls under the direction of and regulated by the Federal Communications Commission (FCC). Operational conduct prohibited by federal law includes:

- Use of obscene or profane language.
- Unauthorized use of messages.
- Excessive, false, or deceptive signals or communications.
- Unauthorized calls sign.
- Tampering

Operators bear the responsibility to project a positive image by transmitting clear concise messages via radio. Unnecessary comments, slang terms, and profanity are prohibited.

3. Radio restriction

Operators must never:

- Request that dispatch give customers information over the handset or radio speaker.
- Allow the use of the radio system by unauthorized persons.
- Disclose the radio's characteristics or emergency features to customers or other unauthorized persons

4. Telephone Communications

When an Operator is unable to contact dispatch via radio, he/she should use a public phone to contact dispatch. Contact your General/Project Manager for the phone number.

5. Cellular Phone Use

Operators are forbidden to use a cell phone while operating any company vehicle. This also includes the use of Hands-free devices. If a cell phone must be used, the vehicle must be clearly parked. If there are riders on board, the operator must exit the vehicle to use the phone.

6. Trip Sheets and MDT Use

Operators must give accurate passenger count via trip sheets or MDT's. Proper and accurate fare collection must be followed along with proper completion of all required paperwork. All paperwork must be turned in complete and accurately at the completion of each shift.

ADDENDUMS

Each contract operates with different rules and regulations; therefore every operator must check with their General/Project Manager for current addendums. The addendums will list all contract related rules and regulations that must be followed.

ACKNOWLEDGMENT AND RECEIPT OF VEHICLE OPERATOR HANDBOOK

I have this day received a copy of the Southland Transit, Inc., Transit Division Vehicle Operator Handbook. I understand the Handbook contains important information on the company's general personnel policies and on my privileges and obligations as an employee. I understand that I am expected to read, understand and adhere to company policies and to familiarize myself with the material in the Handbook. If I should have questions about the contents of this Handbook I may direct questions to a company representative.

I agree to abide by the policies and procedures contained herein. I understand that the policies contained in this employee handbook may be added to, deleted or changed by the company at any time. The company will advise employees of material changes within a reasonable time. Failure to comply could result in disciplinary actions including termination of employment.

EMPLOYEE NAME _____

SIGNATURE _____

DATE _____

CUSTOMER SERVICE HANDBOOK

Transit Division



This handbook supersedes all other Customer Service Handbooks only
January 2011
FORM 300-002

A. General Rules

At times, situations not covered by these rules, the Employee handbook, Code of Safe Practices, and the Injury and Illness Plan may arise. Reservation Agents and Dispatcher (CSR's) must exercise good judgment when encountering these situations. All such situations must be reported to a dispatch or a supervisor.

1. Knowledge of Rules and Procedures

A CSR must become familiar with all rules and regulations. Ignorance of rules, procedures, special orders and/or instruction will not excuse negligence or omission of duty. When necessary, CSR's must seek guidance from the lead dispatch or supervisory personnel regarding clarification of any procedure or special instruction.

2. Special Orders and Instruction

Special orders and instructions supersede all above mentioned rules and regulations contained herein and are to be obeyed while in effect. Special orders and instruction may be issued in the form of;

- Bulletins
- Notices
- Memos
- Schedule letters

3. Compliance with instructions

Operators must accept responsibility for and carry out the oral or written instruction of any authorized STI representative. Authorized STI representatives may include;

- Dispatch
- Road Supervisor
- ~~Safety and Training manager~~
- Project or General Manager
- President, Vice President, and/or Director

4. Bulletin Boards, Mailboxes

Operators must consult the bulletin boards and check their mailbox, if provided, before and after each day's assignment. Upon return from any absence from duty, an Operator must consult the bulletin board for updates and changes. The addition of, defacement of, or unauthorized removal of, any material posted by STI is considered gross misconduct, and is grounds for disciplinary action.

5. Laws and regulations

At no time may a CSR instruct an Operator to maneuver their vehicle in a way that is against the law. This includes, but not limited to speeding, u-turns, and over capacity.

6. Cooperation with Law Enforcement & Fire Department Agencies

CSR's must cooperate with law enforcement and fire department agencies. If such cooperation creates a dangerous situation or departure from an established STI procedure, notify the appropriate supervisor. The CSR must submit a report regarding the incident at the end of their work assignment.

B. POLICY

All staff, i.e. CSR's, Dispatcher, must answer the telephone in a standard, professional manner, ensuring consistent, polite, and quality service.

1. CSR's are required to follow standard telephone answering procedures when answering the phone.
2. Must allow adequate time for each individual calling and not rush through the call.
3. CSR's must be ready to answer the call. The CSR may not answer the call and immediately put the caller on hold.
4. The initial call is to be answered with "Good [morning/afternoon, as appropriate]; "(name of Service), how may I help you?"
5. If caller asks for a specific CSR, try to handle the inquiry directly and not transfer the caller.
6. If the caller asks to speak to a manager or someone higher up, refer the caller to an available supervisor.
7. Placing a caller on hold: If a caller must be put on hold, tell the caller that they are being placed on hold and why. Remember to ask the callers' permission and to wait for an answer.
8. Taking a transferred call: When accepting a transferred call, provide a short introduction such as, "This is [your name], how may I help you?"

9. Each contract has their own reporting procedure. Each CSR must obtain the information in the form of an addendum.

B. SAFETY

1. Reporting for Duty

When reporting for duty, CSR's must be in proper uniform and fully equipped to work at the time and place determined by their assignment or as instructed by supervisory personnel.

2. Supplies

CSR's must obtain all the supplies required to perform their assignment and must secure them properly.

3. Service Delays

When an Operator contacts Dispatch because of a service delay, the call must be logged in the Call Center Book. Every attempt must be made to help the Operator to make up their time. If the time can not be made up, contact a supervisor immediately.

The time notified of the delay and time notified that they are back in service must be documented in the Book.

4. Running Time

Speed must be governed so that Operators arrive at time points safely and on schedule.

5. Litter

All litter must be disposed of properly in trash receptacles.

6. Unattended Buses

Dispatch must document or acknowledge when an Operator calls stating that they or leaving their vehicle and when they return.

7. Freeway or City Emergency

If a vehicle becomes disabled on a freeway or in a city, the Dispatcher must notify maintenance and a supervisor immediately. In some cases notifying the CHP may be appropriate.

8. Operating While Ill or Fatigued

If an Operator calls stating that they are ill, every attempt must be made to find a replacement Operator and a supervisor must be notified.

9. Animals on Board the Bus

Each contract that STI operates has different rules regarding transporting animals. Check with your General/Project Manager for rules governing transporting of animals. Service animals are allowed with no exception. If other animals are permitted to be transported, they must be transported in a suitable carrier.

10. Reporting Accidents or Incidents

If an operator is involvement in any accident or incident, whether actual or alleged, it must be reported to a supervisor immediately. An accident/incident report must be completed at the end of the shift.

11. Request for Assistance

Any request for emergency assistance must be made through dispatch. An Operator may personally request the assistance of a law enforcement officer located at the scene; however, notify dispatch immediately after.

12. Striking a Fixed Object or Unattended Vehicle

If a STI vehicle strikes a fixed object or an unattended vehicle, a reasonable effort must be made to locate the property owner or driver of the vehicle. If unable to locate have the Operator leave a note providing their name, vehicle number, and their facility address. An accident/incident report must be completed at the end of the shift.

13. Witness Reports

Operators who witness an accident must report the incident to dispatch and submit an incident report upon completion of their assignment.

14. Disabled Bus Outside of yard

An Operator notifies dispatch of a disabled vehicle, Dispatch must immediately contact maintenance and a supervisor. If mechanical assistance or a supervisor does not arrive within 30 minutes, call the Operator again and continue to do so at 30 minute intervals until assistance arrives for an update. If a mechanic arrives and repairs or replaces the vehicle prior to the arrival of a supervisor, note it on the Daily Rollout Sheet.

C. APPEARANCE

1. General Statement

STI's public image is largely influenced by the appearance of its employees. CSR's must maintain a neat, clean, and professional appearance at all times.

2. Reporting for Duty

When reporting for duty, an operator must appear neat, clean, and orderly and dressed in a complete uniform.

3. Dress Code

All CSR's must follow the company dress code and any contractual code.

D. OPERATOR/CUSTOMER RELATIONS

1. Customer Relations

Keeping in mind all the rules and procedures, CSR's are to provide at a minimum, continual service. Continual service is:

- Operating safely while striving for reliable service.
- Greeting customers/acknowledging their patronage.
- Fair/consistent treatment of all customers.

- Being prepared to assist customers with special needs.
- Answering questions/providing informational material.
- Maintaining a clean and safe bus.

2. Deviating from Procedures

CSR's may encounter situations that require deviating from prescribed procedures. When these situations arise, operators are to consider their safety and that of their customers and the equipment. CSR's will use their best judgment to decide what procedure best serves the customer but never violating or compromising basic rules and safety practices. Contact dispatch if a situation requires it.

3. Fair and Consistent treatment of Customers

Operators are required to treat all customers in a consistent, courteous, respectful, and professional manner at all times.

4. Greeting Customers

Operators are required to greet all customers.

5. Reliable Service

CSR's should strive for delivering reliable courteous, service.

E. COMMUNICATION

1. General Statement

This section contains specific rules governing safe and efficient communication. Operators must use good judgment when dealing with situations that may require the use of the radio. Situations arising not covered in this section should be reported to dispatch.

2. Radio Conduct

Vehicle equipped two-way radio system falls under the direction of and regulated by the Federal Communications Commission (FCC). Operational conduct prohibited by federal law includes:

- Use of obscene or profane language.
- Unauthorized use of messages.
- Excessive, false, or deceptive signals or communications.
- Unauthorized calls sign.
- Tampering

CSR's bear the responsibility to project a positive image by transmitting clear concise messages via radio. Unnecessary comments, slang terms, and profanity are prohibited.

3. Radio restriction

CSR's must never:

- Request that Operators give customers information over the handset or radio speaker.
- Allow the use of the radio system by unauthorized persons.
- Disclose the radio's characteristics or emergency features to customers or other unauthorized persons

4. Telephone Communications

When an CSR is unable to contact an Operator via radio, he/she should document the incident and never contact the via cellular phone unless it is an emergency. Contact your General/Project Manager.

5. Cellular Phone Use

CSR's are forbidden to use a cell phone while on duty in the Call Center. This also includes the use of Hands-free devices. A CSR must never contact an Operator via cell phone while they are driving.

6. Dispatch System and MDT Use

CSR's must input all information correctly into the dispatch system. Unless instructed otherwise, all dial-a-ride trips must be inputted and dispatched through the dispatch system.

ADDENDUMS

Each contract operates with different rules and regulations; therefore every CSR must check with their General/Project Manager for current addendums. The addendums will list all contract related rules and regulations that must be followed.

ACKNOWLEDGMENT AND RECEIPT OF CUSTOMER SERVICE HANDBOOK

I have this day received a copy of the Southland Transit, Inc., Transit Division Customer Service Handbook. I understand the Handbook contains important information on the company's general personnel policies and on my privileges and obligations as an employee. I understand that I am expected to read, understand and adhere to company policies and to familiarize myself with the material in the Handbook. If I should have questions about the contents of this Handbook I may direct questions to a company representative.

I agree to abide by the policies and procedures contained herein. I understand that the policies contained in this employee handbook may be added to, deleted or changed by the company at any time. The company will advise employees of material changes within a reasonable time. Failure to comply could result in disciplinary actions including termination of employment.

EMPLOYEE NAME _____

SIGNATURE _____

DATE _____

INJURY ILLNESS PREVENTION PROGRAM



SAFETY AND HEALTH POLICY PROGRAM OBJECTIVES

The success of the company's Safety and Health Program depends on the sincere, constant, and cooperative effort of all program officials, management, and employees. Their active participation and support of the safety program and implementation of its procedures will make it a success.

Annual Review:

The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Coordinator to evaluate the program's safety performance:

Objectives:

1. To provide a safety and health program consistent with good operating practices and maintain compliance with applicable safety and health regulations.
2. To create an attitude of safety consciousness in management, supervision, and employees throughout all operations regarding all health and safety matters.

In order to accomplish these objectives, our safety program will include:

1. Preplanning for safety in every portion of the operation through the active cooperation and participation of management personnel. We will draw upon their experience and expertise to anticipate and mitigate or eliminate accident-producing situations.
2. Provide mechanical and physical safeguards to the maximum extent possible in compliance with government regulations, i.e., State or Federal OSHA, fire codes, etc.
3. Conduct a program of safety and health inspections to discover and correct unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for each job, operation, and facility.
4. Training for all employees on good safety and health practices.

5. Providing the necessary personal protective equipment and instructions for its use and care.
6. Developing and enforcing safety and health rules and requiring all employees to cooperate with these rules as a condition of employment.
7. Investigating every accident promptly to find its cause and correcting the problem in order to prevent recurrence.

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator,
Jason Snow

has the authority and the responsibility for implementing and maintaining this IIP Program for **Southland Transit, Inc.**

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Providing training to workers whose safety performance is deficient.
- ✓ Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- ✓ New worker orientation including a discussion of safety and health policies and procedures.
- ✓ Review of our IIP Program.
- ✓ Training programs.
- ✓ Regularly scheduled safety meetings.
- ✓ Posted or distributed safety information.
- ✓ A system for workers to anonymously inform management about workplace hazards.

DISCIPLINARY POLICY

The following conditions could result in disciplinary action under the provisions of this policy:

1. Violation of a supervisor's safety-related instructions.
2. Violation of established safety rules and/or procedures.
3. Violations of instructions on posted safety-related signs.
4. Accumulation of an excessive number of injuries (three or more within a 24 month period.)
5. Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay, or practical joking, poor housekeeping practices, etc.
6. Lack of concern toward safety instructions and programs.

The above circumstances are not intended to be all-inclusive. Any other circumstances that indicate an employee's disregard for his/her own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.

Supervisors will also be subject to disciplinary action when their employee receives some form of disciplinary action for violation of safety rules and guidelines, or when the supervisor demonstrates negligence in their implementation or enforcement of written policy. Any member of supervision may be subject to disciplinary guidelines as an individual employee or as a member of management.

Depending on the circumstances or the severity of the violation or incident, any level of discipline, which is most appropriate for the time and action, up to, and including termination, may be implemented.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

Our establishment has twenty or more workers and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, recorded on a Safety Inspection Form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained for one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

**Investigation, Inspection, Correction
Forms**

SOUTHLAND TRANSIT, INC.
EMPLOYEE SAFETY & HEALTH SUGGESTION FORM

I would like to report, without fear of reprisal, what I believe to be a safety/health hazard that may cause injury, illness, death, or damage to an employee, or the public.

Describe Safety/Health Problem: _____

Location: _____

Suggestion to Correct Problem: _____

Employee's Name (Optional) _____

Received by: _____ Date _____

Review and Comments

Comments: _____

Reviewed by: _____ Date: _____

Comments: _____

Reviewed by: _____ Date: _____

Comments: _____

Reviewed by: _____ Date: _____

ACTION TO BE TAKEN

Approved by: _____ Date: _____
Effective Date: _____

Original to Safety Coordinator

**SAFETY VIOLATION NOTICE
EMPLOYEE WARNING**

Employee Name _____ Dept. _____

Date of Warning _____ 1st/2nd Notice _____ 3d/4th Notice _____

Date of Violation _____ Time _____ Location _____

Safety Violation (explain) _____

Violation Considered to be:

Extremely Serious ___ Serious ___ Minor ___ Other _____

COMMENTS _____

Witness _____ Reported by _____

Supervisor's Comments: _____

Supervisor's Signature _____ Date _____

Employee's Comments: _____

Employee's Signature _____ Date _____

Correction: What action has or will be taken to prevent recurrence? (List then place an X by completed items and date.) _____

Safety Coordinator Signature _____ Date _____

Dept Manager Signature _____ Date _____

*Originals to Personnel
Copies Safety Coordinator Employee*

SAFETY INSPECTION FORM

Supervisor: _____ Inspector: _____
Location: _____ Date: ___/___/___

All items which need correction are marked with a "C". Note the corrections needed and suggestions for corrective action below. Mark items which are acceptable with an "A".

Actions of Employees

- 1. Personal protective equipment being worn as required? _____
- 2. Employees safety-trained for the job being performed? _____
- 3. Employees following proper work procedures? _____

Safety Conditions

- 4. Walkways, floors, and work areas properly maintained? _____
- 5. Housekeeping and cleanup adequate? _____
- 6. Office equipment properly maintained? _____
- 7. Power tools or equipment maintained and guarded? _____
- 8. Flammable liquids/chemicals properly used, identified and stored? _____
- 9. Adequate illumination provided? _____
- 10. Adequate ventilation provided? _____
- 11. Environmental hazards reviewed and maintained? _____
- 12. Fire protection equipment provided and maintained? _____
- 13. First aid and emergency medical supplies available? _____
- 14. Sanitation and drinking facilities properly maintained? _____
- 15. Safety communication and publicity provided? _____
- 16. Emergency procedures and phone numbers posted? _____

Corrections

Suggestions

Completed by: _____ Date ___/___/___

*Original Safety Coordinator
Copy Management*

REQUEST FOR CORRECTIVE ACTION

Request #: _____ Date ___/___/___ Time: _____
Requested by: _____ Title: _____
To: _____ Title: _____

Upon receipt of this request you are asked to complete this form indicating the corrective action taken, if necessary, on the problem stated below.

Problem: _____

NOTICE OF CORRECTIVE ACTION MUST BE FURNISHED WITHIN 10 DAYS TO THE SAFETY COORDINATOR OR A MEMBER OF EXECUTIVE MANAGEMENT.

ANALYSIS OF THE PROBLEM:

CAUSES:

ANALYSIS:

CORRECTIVE ACTION (to prevent recurrence)

Signature: _____ Effective Date: _____

Original Safety Coordinator
Copy Supervisor

Employee Training Record Forms

ORIENTATION CHECKLIST - SAFETY & HEALTH PROGRAM

- _____ 1. Discussed the company safety program and provided employee with a copy of applicable safety rules for the job.

- _____ 2. Reviewed and discussed the company Safety & Health Procedures Manual and applicable items for employee.
 - _____ a. Safety and Health Policy
 - _____ b. Code of Safe Practices
 - _____ c. Disciplinary Policy & Enforcement Practices
 - _____ d. Accident Reporting Procedures
 - _____ e. Reporting Unsafe Conditions
 - _____ f. Proper Lifting Techniques
 - _____ g. Special Protective Equipment Requirements

- _____ 3. Showed location of fire alarms, fire extinguisher, fire exits, and discussed evacuation plan.

- _____ 4. Discussed job training requirements and how assignments are made; reviewed job description and trained for job (copy attached).

- _____ 5. Given instructions regarding personal appearance.

I have discussed and understand all above statements and instructions.

Supervisor: _____
(Sign and date)

Employee: _____
(Sign and date)

Original to Personnel

CODE OF SAFE PRACTICES
Southland Transit, Inc.

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible for your safety** by providing you a safe place to work.

- a. I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- b. I will cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor any unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly.
- f. I will avoid engaging in horseplay and avoid distracting others.
- g. I will obey all safety rules and follow published work instructions.
- h. I will wear personal protective equipment as required by my supervisor.
- i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- j. I will submit any suggestions for accident prevention which may assist in improved working conditions or work practices to my immediate superior.
- k. I will not smoke on the premises.
- l. I will not bring onto the job, have in my possession, or in my car, any weapons or ammunition of any kind.
- m. I will not have in my possession, use, or introduce intoxicating liquor or illegal drugs on any customer's property or work area or facility, and I will accept possible discharge for these illegal actions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

~~I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT~~
FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL WITH
NO POSSIBILITY OF REHIRE.

**SOUTHLAND TRANSIT, INC.
EMPLOYEE ACKNOWLEDGMENT FORM**

CODE OF SAFE PRACTICES

I _____, hereby acknowledge that I have received, read and understand the "Code of Safe Practices for Southland Transit, Inc.

I agree to conform to all practices, safety rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- a) It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- b) I am encouraged to inform my immediate superior of any hazards on the job without fear of reprisal, and that should my assistance create any such action or related intimidation that I am encouraged to contact the Safety Coordinator or management by phone or mail.

Employee Signature

Date

Supervisor Signature

Date

Original to Personnel

INITIAL TRAINING RECORD
(Individual Employee Training Documentation)

Name of Employee: _____

Training Subject: _____

Training Material
Used: _____

Name of Trainer: _____

Date of Hire/Assignment: _____

I, _____ hereby certify that I have received training as described above in the following areas:

- ___ The potential occupational hazards in general in the work area and associated with my job assignment.
- ___ The CODE OF SAFE PRACTICES which indicates the safe work conditions, safe work practices, and personal protective equipment, if any, required for my job.
- ___ The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals, and how to understand this information.
- ___ My right to ask questions, or provide any information to the employer on safety either directly or anonymously without fear of reprisal.
- ___ Disciplinary procedures the employer will use to enforce compliance with "CODE OF SAFE PRACTICES."

I UNDERSTAND THIS TRAINING AND AGREE TO COMPLY WITH THE "CODE OF SAFE PRACTICES" AND ALL SAFETY RULES FOR MY WORK AREA.

Employee Signature

____/____/____
Date

Original Personnel

HAZARD COMMUNICATION PROGRAM

The Right to Know



HAZARD COMMUNICATION PROGRAM “EMPLOYEE RIGHT TO KNOW”

The following is the Southland Transit, Inc. Hazard Communication/ Employee Right to Know Program. This program was developed to acquaint employees who work with, or are potentially exposed to hazardous materials with the issues involved in the handling of hazardous materials. Hazardous materials or substances are characterized as any chemical, compound, or mixture that, because of physical or chemical properties may be:

- Combustible
- Flammable
- Explosive
- Pyrophoric
- Oxidizing
- Toxic
- Carcinogenic
- Corrosive

This program respects the rights of employees to be well informed about chemicals and chemical exposures (potential and real) that exist, or may in the future at Southland Transit, Inc.

The responsibility for the installation and of this program belongs to Wayne Seale, Maintenance Director . It will be his/her job to ensure that this program continues to meet the requirements of the Hazard Communication/Employee Right to Know Law, and that it remains in force. If you should have any questions or concerns about any of the materials that you come in contact with, now or in the future, you may contact Wayne Seale , or the office for assistance.

Section One Rights and Responsibilities

- I. The Employee has Rights
 - A. An Employee has the Right to Know about the hazards that you face on the job.
 - B. An Employee has the Right to be trained about such hazards and how to protect him/herself from them.
 - C. An Employee cannot be discriminated against or fired because s/he asked for information and training on how to handle hazardous materials.
 - D. An Employee is allowed to provide information to a legal or medical representative.

- II. The Company has Obligations
 - A. To train all employees in the physical and health hazards of materials in the workplace.
 - B. To train employees how to protect themselves from these hazards, including providing and showing the proper use of any personal protective equipment which may be required.
 - C. To provide an emergency plan.
 - D. To Train in the detection of possible hazardous material releases in the workplace.
 - E. To explain how to properly read and understand information on a container label.
 - F. To explain how to properly read and understand the information located on a Material Safety Data Sheet.
 - G. To inform employees of the location of hazardous materials in the workplace.

- III. The Company and the Employees Both have Obligations

 - A. To provide a safe work environment.
 - B. To educate and be educated about Hazardous Materials.
 - C. To use, recognize and understand warning labels.
 - D. To answer and ask questions.

Section Two
Training and Information

- I. OSHA requires company to train and continually educate employees about the Hazardous Communication Program.
- II. To implement the training requirements, training will take place at the following times:
 - A. At the time an employee is first assigned to the site.
 - B. At the time any new hazard is introduced to the worksite and/or to an employee's job.
 - C. When hazardous materials are changed by the manufacturer.
 - D. Throughout the year.
 - E. At the request of management.
- III. The mandatory requirements of employee training are:
 - A. How the hazardous communication program is implemented;
 - B. Physical and health hazards of the work area, including identification of locations throughout the facility using potentially hazardous materials;
 - C. Detection of the presence of hazardous chemicals by sight and smell;
 - D. Safe work practices, including any specific measures which may be needed while working in specific areas, or with specific materials;
 - E. Procedures and equipment provided to help protect employees, such as ventilation system, personal protection equipment, etc.
 - F. Methods to detect hazards, such as personal monitoring and facility audits;
 - G. Explanation of emergency procedures;
 - H. Primary and secondary labeling of hazardous materials;
 - I. How to read and interpret the information labels and MSDS. ** See attached Glossary of Terms used in Material Safety Data Sheets; and
 - J. Where the MSDS binder can be located for employee use.

- IV. A record of the training and those in attendance will be kept in the MSDS binder. (See Section Four, II).
- V. Contractors
 - A. The individual on site who is responsible for the maintenance of the MSDS binder shall refer all outside contractors to the MSDS binder for information regarding any materials to which the contractor and its employees may be exposed. Contractors doing business at the facility are required to sign a Contractor's Notification sheet, which will be kept in the MSDS binder.

- B. Outside contractors must provide MSDSs for any materials that the contractor may bring into the facility. The individual on site who is responsible for the maintenance of the MSDS binder must request such MSDS and file the MSDS.
 - C. The outside contractor is responsible for training its employees regarding Hazard Communication.
-

CONTRACTORS NOTIFICATION

As required by law under the Hazard Communication Statute, Title 8, Sec. 5194, of the California Administrative Code, we are hereby notifying our contractors and their employees of hazardous materials or substances on site.

Southland Transit, Inc. has a written and implemented Hazard Communication Program. There are procedures in place for handling hazardous materials or substances at this facility. It is our contention that contractors and their employees understand that hazardous materials and substances are used, and or stored at this facility. It is, however, the responsibility of the contractors to insure that their employees are aware of the hazardous materials or substances used or stored at this facility, and their potential contact with them. It is the responsibility of the contractors to translate, and communicate all information pertaining to hazardous materials or substances, at this facility, to their employees as necessary. If illiteracy is a problem for said contractors' employees, the contractors then have the responsibility to read this notification, and any other pertinent Hazard Communication information to their employees. It is the responsibility of the contractors to supply and provide any necessary or required Personal Protective Equipment to their employees. Also, it is the responsibility of the contractors and their employees to inquire about, and wear, any Personal Protective Equipment that is, or may be required at this facility. Furthermore, it is the responsibility of the contractors and their employees to follow all safety rules pertaining not only to hazardous materials and substances, but also to safety in general at this facility. These safety rules are available upon request.

A copy of this company's Written Hazard Communication Program will be furnished upon request.

I, the undersigned, as a representative for _____, acknowledge that I have received, read, and understand this Contractor's Notification Form.

Print name of Contractor's Representative

Date

Contractor's Representative Signature

Southland Transit Representative Signature

Date

Section Three Container Labeling Responsibility

Your health and safety, and that of your fellow employees may depend on your ability to understand the label information on a hazardous material or substance container. Picking up a container of any chemical and using it without knowing exactly what it is, or what risks are involved in its use, can have dramatically negative affects. This is why we at Southland Transit, Inc. need to make a conscious effort to insure that all of our hazardous material containers, both primary (from the factory), and secondary (containers we transfer chemicals into) are properly, and clearly labeled at all times. To have compliance throughout this facility, your supervisor has the responsibility to maintain proper labeling of hazardous material containers in your department.

Container labeling will be accomplished in two ways in our facility. As mentioned above, the first will be primary, labeling from the manufacturer. This type of labeling will exist on all hazardous material containers that are accepted. These labels will remain on the primary container as long as it remains at this facility. The only exceptions to this would be in conjunction with Hazard Communication Standards, at which time, you would be notified by Hazard Communication Agent. The second method for accomplishing labeling would occur when secondary container transferring occurred. Under these circumstances, only authorized personnel will be allowed to transfer hazardous materials or substances from the primary container to a secondary container. They will also have the responsibility to transfer appropriate label information to the secondary container, to create uniformity and compliance throughout the facility.

Product Labels

- I. How to Determine if a Material is Hazardous
 - A. OSHA Definition: **A hazardous material is any material which could cause injury or death to a person, or could damage and pollute land, air or water.**
 - B. Determination can be made by:
 1. Reading the Warning Label
 2. Reading the Inventory Roster in the Material Safety Data Binder to locate the MSDS
 3. Reading the Material Safety Data Sheet
 - C. Two Government Agencies which regulate the definition of Hazardous Materials
 1. The Environmental Protection Agency, takes care of pollution to the environment
 2. The Occupational Safety and Health Administration, takes care of hazards to the employee

- II. The Container Warning Label
 - A. The warning label is the fastest and easiest way to gain basic information, given to you by the manufacturer. **Always read the warning labels before using the product.**
 - B. Label Information
 1. Chemical Name
 2. Hazard Warnings – three kinds
 - a) CAUTION: the least hazardous type of material
 - b) WARNING: a more hazardous type of material
 - c) DANGER: extremely hazardous material. **If marked DANGER ask for more information.**
 3. Hazardous Ingredients
 4. Manufacturer's Name and Address
 5. Appropriate cautions and personal protective measures
 - C. Additional Information on Labels
 1. Basic Warnings
 - a) Keep Away From Flames
 - b) Avoid Skin Contact
 - c) Avoid Breathing Vapors

2. Fire Information/Protection
 - a) How Flammable is the Product
 - b) Type of Fire Extinguisher to use to stop a fire
 3. First Aid
 4. Spill Information/Protective Clothing to Wear if Handling a Spill
 5. Handling and Storage
 - a) How to handle
 - b) What Protective Clothing to wear to handle
 - c) Where and How to Store
 6. Disposal of Empty Containers and Unused Portions
- D. If the Product Has No Label
1. Do not handle until further information provided
 2. Determine what is in the container
 3. Label the Container
- E. Replacement Labels
1. Replace labels that are unreadable, or torn, or when transferring material from one container to another
- F. Secondary Container
1. A secondary container is any container that holds material from a primary source. Ex: spray bottle, squeeze bottle
 2. At a minimum, secondary containers must be labeled with the name of the contents and any hazard warnings, including any health and physical hazards. Physical hazards include fire or flash point hazards, reactivities, and any specific hazards.
 3. The company will provide all chemicals necessary to perform the job function. **Do not bring chemicals from home to the workplace without proper authorization. If authorized the chemical must be properly inventoried, labeled, and if appropriate an MSDS put on file.**
-

Section Four
Material Safety Data Sheets (MSDS) and
the MSDS Binder

- I. The MSDS contains the most information about any hazardous material.
- A. Manufacturer is required by law to supply an MSDS with every material they sell.
- B. The MSDS must include the following information:
1. Manufacturer's name and address
 - a) Phone number
 - b) Emergency response number (spill & physical)
 2. Chemical identification
 - a) Chemical name
 - b) Trade name
 3. Hazardous ingredients
 - a) What is in the material
 - b) Permissible exposure limits
 - c) Threshold limit values
 4. Physical and chemical characteristics
 - a) Characteristics of material
 - b) Evaporation data
 - c) Specific gravity
 5. Fire and explosion hazards
 - a) Flash point
 - b) What type of extinguisher to use
 - c) Protective equipment necessary in a fire
 6. Reactivity – does it react with other materials
 7. Health hazards
 - a) What symptoms might be felt if exposure occurs
 - b) What type of first aid is required
 8. Precautions and control measures
 - a) ~~How to properly treat, store and handle spills~~
 - b) List personal protective equipment recommended when working with the material
 - c) Any other special precautions
-
- II. MSDS sheets will be obtained and maintained by _____.
- A. S/he will contact all suppliers, and/or manufacturers and request MSDS on all hazardous materials supplied to us.
- B. Requests will be made by phone or registered mail. If the MSDS is not received from the supplier within 25 days, CAL/OSHA will be notified, by registered mail as required by law.

- C. Upon receipt of the MSDS s/he will verify for completeness utilizing the MSDS checklist provided. If there are omissions, a copy of the checklist will be sent to the manufacturer and a request for a new and complete MSDS will be made. If not received within 25 days, CAL/OSHA will be notified.

III. An **MSDS Binder** shall be maintained at every worksite.

- A. The binder will be kept in a location that is accessible to the employees of all workshifts.
- B. The Binder will contain:
1. The name of the individual(s) responsible for compiling the binder, including updates and removal of sheets on products no longer in use.
 2. The written Hazard Communication Program.
 3. Explanation of how to use the Binder.
 4. A list of all hazardous chemicals (Hazardous Material Inventory Roster) for any and all areas of work, including the office, the shop, and materials used by the drivers. Such materials include but are not limited to: pesticides, paint, solvents, antifreeze, used oil, batteries, used oil filters, window washer fluid, cleansers, fuel, floor wax, etc.
 5. A separate MSDS for each chemical used at the facility. If an MSDS is not received from the supplier,
 - a) Make a request in writing to the supplier that an MSDS be sent as soon as possible; and
 - b) Include documentation of the request in the binder.
 6. A record of training and those in attendance.
 7. Contractor Notification Sheet.
-
-

MSDS DEFICIENCIES CHECKLIST

The following MSDS has been reviewed for obvious deficiencies as required by Title 8, Sec. 5194 (g) of the California Administrative Code. The following deficiencies exist:

1. Product Information:

- a. Manufacturer/MSDS Preparer: _____
- b. Address: _____
- c. Product/Trade Name: _____

2. MSDS Deficiencies (Check those missing from label)

- a. Product identity/trade name matches the label identity.
- b. Chemical and common names of each hazardous ingredient.
- c. CAS number for each hazardous ingredient.
- d. Physical data (flash point, vapor pressure, etc.)
- e. Potential fire hazard.
- f. Potential explosion hazard.
- g. Potential reactivity.
- h. Health hazards (in laymen's terms)
- i. Potential routes of entry (absorption, ingestion, inhalation)
- j. Signs and symptoms of exposures.
- k. Medical conditions aggravated by exposures.
- l. OSHA PEL's / ACGIH TLV's.
- m. OSHA, NTP, and IARC carcinogen status.
- n. Hygienic practices.
- o. Safe handling practices.
- p. Protective measures for repair and maintenance of equipment.
- q. Spill cleanup procedures.
- r. Control measures (engineering, work practices, personal protective equipment.)
- s. Emergency and first aid procedures.
- t. Date of MSDS preparation or revision.

- u. Name, address, and emergency phone number of MSDS preparer.

3. Inaccurate Information Noted on MSDS: _____

4. Company of Use: _____
Address: _____

5. Reviewer of MSDS: _____ Date: _____
Location: _____

Material Safety Data Sheets Glossary of Terms

Absorption: The movement of hazardous material through the skin into the blood stream

Acute: Short term effect, usually occurs when exposed to a chemical for a short time.

Boiling Point: The temperature at which a liquid becomes a gas.

Catalyst: A chemical which causes a chemical reaction to happen faster

Ceiling: The maximum level of permitted exposure to a material.

Combustible: A liquid that becomes flammable when it reaches a temperature of 100 degrees Fahrenheit.

Concentration: Parts per million, is a volume per volume relation of concentration, i.e. there are so many parts of a material per one million parts of another substance.

Decomposition Products: Products that are released when a material is exposed to aging, heating, burning, air, or allowed with another material.

Evaporation Rate: The time it takes a given amount of material to completely dry up, using ether which evaporates quickly, or butyl acetate which evaporates very slowly as the measure.

Flammable (Explosive) Limits – LEL and UEL: A flammable material will burn in air when ignited. Materials are either flammable, explosive, or combustible. When a material concentration is below the Lower Explosive Limit, LEL, the material is too lean to burn. When the material concentration is above the Upper Explosive Limit, UEL, the material is too rich to burn. The material will burn if the concentration is between the LEL and UEL.

Flash Point: The temperature at which a flammable liquid produces enough vapor to burn.

Incompatibility: List of materials which should not be mixed with the material being used, in order to avoid a reaction.

Ingestion: Taking a material by mouth and swallowing it.

Inhalation: Breathing vapor or gas from a material.

Inhibitor: A chemical which, when added to another, reduces the chance of a reaction.

Oxidizing Agent: A material that gives off oxygen in a chemical reaction.

Polymerization: A reaction with extremely high or uncontrolled release of energy.

Reactivity: The ability of a material to undergo a reaction which releases heat or energy.

Solubility: The tendency of a material to dissolve in water or other solvent.

Stability: The tendency of a material to resist undesirable chemical changes during storage or transport.

Threshold Limit Value (TLV)/ Permissible Exposure Limit (PEL): Both indicate the safe exposure levels, the level to which a person can be exposed each day with no adverse effects.

Vapor Density: The weight of a vapor compared with an equal volume of air. If less than "one", the vapor will rise. If greater than one, it will tend to fall.

Vapor Pressure: A high vapor pressure indicates a liquid will evaporate easily.

Volatile Percent: The percentage of a liquid or solid that evaporates at room temperature. The higher the percentage, the faster the material evaporates. Fast evaporation means greater danger.



SAFETY AND TRAINING PROGRAM
POLICY AND PROCEDURE

Proprietary

REVISED

**SAFETY AND TRAINING PROGRAM
POLICY AND PROCEDURE**

TABLE OF CONTENTS

SECTION	PAGE
1.0 POLICY OBJECTIVE	3
2.0 PURPOSE	3
3.0 APPLICABILITY	3
3.1 PROGRAM STAFF SELECTION & RESPONSIBILITIES.....	3
4.0 INSTRUCTOR QUALIFICATIONS	4
4.1 CLASSROOM INSTRUCTOR.....	4
4.2 BEHIND-THE-WHEEL INSTRUCTOR.....	4
5.0 DRIVER TRAINEE SELECTION	4
6.0 TRAINING AREAS AND TIME REQUIREMENTS	5
6.1 CLASSROOM EVALUATION.....	6
6.2 BTW INSTRUCTION.....	6
6.3 BTW EVALUATION.....	7
7.0 ONGOING TRAINING	7
7.1 ADVANCED TRAINING.....	7
7.2 SAFETY MEETINGS.....	7
7.3 RE-TRAINING.....	7
8.0 VEHICLE MAINTENANCE PERSONNEL	8
8.1 MECHANICS.....	8
8.2 SERVICE WORKERS.....	8
9.0 CUSTOMER SERVICE & COMMUNICATIONS PERSONNEL	8
9.1 TEAM LEADERS – RADIO OPERATORS.....	8
9.2 CALL TAKERS – RESERVATIONS.....	8
10.0 SAFETY & TRAINING RECORDS	9
10.1 OPERATOR OUTLINE (Form – A).....	9
10.2 CLASSROOM SCHEDULE (Form – C).....	9
10.3 CADET PERFORMANCE EVALUATION (Form – D).....	9
10.4 INDIVIDUAL TRAINING LOG (Form – E).....	9
10.5 DRIVER PROFICIENCY CERTIFICATION (Form – F).....	9
10.6 H-6 PRINTOUT & PULL NOTICES (DMV generated forms).....	10
11.0 SAFETY MANAGEMENT	10
11.1 RENEWAL DATABASE.....	10
11.2 SUPERVISION.....	10
11.3 RIDE CHECKS.....	10
11.4 PULL-OUT INSPECTIONS.....	11
12.0 SAFETY STANDARDS	11
12.1 UNSAFE ACTS.....	11
12.2 PREVENTABLE COLLISIONS.....	11
12.3 WHEELCHAIR RELATED ACCIDENTS.....	11
13.0 APPENDIX	12

SAFETY AND TRAINING PROGRAM POLICY AND PROCEDURE

1.0 POLICY OBJECTIVE

Southland Transit, Inc. (STI) is committed to delivering safe public transit services to our clients. In meeting this goal it is our policy to:

- 1) Develop and maintain a qualified and active Safety and Training Personnel Department, whose staff is capable of delivering our commitment.
- 2) Implement training practices, which ensure employees are trained and capable of delivering transit service in a safe and timely manner.
- 3) Promote an attitude toward safety, which effectively serves STI in reducing, and/or preventing accidents.
- 4) Prohibit employee actions that do not meet the safety standards outlined in this policy.

2.0 PURPOSE

The purpose of this policy is to provide the Safety and Training Department (Dept.) with guidelines and standards for training new and existing drivers to meet STI safety goals, as well as ensure compliance with regulatory and contractual guidelines.

This program is not all-inclusive of STI's Safety and Training program efforts, but instead defines minimum requirements. Each project is unique and additional areas of training should be included by project location training personnel.

3.0 APPLICABILITY

These policies apply to employees responsible for the administration of the program, as well as to employees who undergo STI Training. Every member of management is required to read and become familiar with the requirements of this policy.

This policy is an extension of the STI Employee Handbook and Injury and Illness Prevention Policy. Thus, STI employees are governed also by those policies and remain subject to their content.

3.1 PROGRAM STAFF SELECTION AND RESPONSIBILITIES

Each Facility Manager shall designate at least one Behind-the-Wheel Trainer for each facility. While STI provides the majority of driver trainee instruction at its Central Training Facility, additional instruction may be provided at the project location. The Central Trainer and Project Managers shall collaborate in the selection of project location training staff.

Individuals appointed to the following positions should become familiar with this program and proficient in the area(s) of training they are responsible for, as well as the policy's general application.

- Central Trainer
- Project Manager
- Classroom Instructor (where applicable)
- Behind-the-Wheel (BTW) Trainer
- Field Supervisor
- Lead Personnel
- Other positions as assigned

The Central Trainer shall be responsible for delivering the program to these individuals and ensuring that they understand their duties and obligations under this program.

4.0 INSTRUCTOR QUALIFICATIONS

4.1 CLASSROOM INSTRUCTOR

A Classroom Instructor who is not immediately supervised by another qualified STI Instructor should, at minimum, have the following qualifications:

- A) License and Certification(s), as applicable to the type of vehicles and/or service being taught.
- B) Certification by the Department of Transportation, Transportation Safety Institute, to deliver transit bus driver training, as well as hold certification to teach STI's prescribed defensive driving course.
- C) One (1) year of experience as an STI driver in a like service and six (6) months experience as a STI Behind the Wheel Trainer; or one (1) year experience as a transit trainer.
- D) Other qualifications as required by the location project.

4.2 BTW INSTRUCTOR

Driver trainees shall be instructed and supervised by either a Classroom Instructor, or a certified BTW Trainer. Prior to the driver trainee receiving full licensing, a certified BTW trainer must accompany him/her during all operations.

BTW Trainers are those who have been trained and certified by the Central Trainer to deliver behind-the-wheel training in accordance with the Safety and Training Program.

5.0 DRIVER TRAINEE SELECTION

Every STI driver applicant shall be informed that an original H-6 Department of Motor Vehicles printout must be turned in along with his/her application. In addition to being a requirement for STI employees who are enrolled in the DMV Employer Pull-Notice

program, the printout provides invaluable information regarding an applicant's driving experience and infractions. The final decision to hire a Driver Trainee, based upon considerations identified by a motor vehicle record, will be made by the Facility Director. However, at a minimum STI will not employ those whose record displays the following:

1. 3 or more points for moving violations within the previous 5 years
2. DUI, or Reckless Driving within the previous 10 years
3. Suspended or revoked Drivers License due to moving violations, unless overturned and such information is identified on the record.
4. Other criminal activity arising out of the operation of a Motor Vehicle

6.0 TRAINING AREAS AND TIME REQUIREMENTS

At a minimum, the following subjects will be taught as part of the original driver training. The overall time spent in the course of original classroom instruction will be no less than thirty-six (36) hours per driver trainee, or no less than the time required by the project contract, whichever is greater.

Additionally, if the project contract requires Driver Performance Examinations under the authority of the Department of Motor Vehicles, four (4) hours of Commercial Driver's License training shall be provided utilizing the most recent version of the License Handbook.

Course Subject	Hours
1) STI Orientation and Policies	2.00
2) Smith System	2.00
3) Defensive Driving	6.00
3) TSI	
• Vehicle Operations	3.00
• Customer Service	2.50
• Emergency Management	2.50
4) Pre & Post-Trip Inspection	2.50
5) Elderly and Disabled	
• Empathy & Special Needs	2.00
• Mobility Device & Securement	1.00
• ADA	1.00
6) Communications (Radio/MDT)	2.00
7) Fare Recovery	1.00
8) Route Orientation/Thomas Guide	1.50
9) Hazardous Materials	1.50
10) Bloodborne Pathogens	1.00
11) Body Mechanics/Safe Lifting	1.50
12) Harassment in the Workplace	2.00
13) Drug and Alcohol	1.00
Minimum Original Training Hours:	36.00
*If location performs DPE's:	+ 4.00
Total:	40.00

*Commercial Driver's License training should be taught in advance of the above-required subjects and driver trainees should receive Interim Licensing before returning to training.

6.1 CLASSROOM EVALUATION

At a minimum, driver trainees shall be quizzed on each subject taught, and undergo a written examination upon completion of the course. Such testing shall cover critical areas of the subject and course content and reasonably assure that the driver trainee has received adequate instruction to be proficient in these areas. A driver trainee must receive a score of no less than 75 percent on his/her final examination and no less than 75 percent average for all quizzes administered to continue to BTW training. However, any driver trainee receiving a quiz score of less than 75 percent may at the option of the company be allowed to take additional instruction and continue training, rather than be removed. A driver trainee who performs poorly during this process may be removed from training at the discretion of the Classroom Instructor.

6.2 BEHIND-THE-WHEEL (BTW) INSTRUCTION

Driver Trainees who successfully complete classroom instruction may continue to behind-the-wheel training. Each driver trainee will undergo at least thirty (30) hours of behind-the-wheel training. A driver trainee must have in his/her possession a valid and current Interim Commercial License, applicable to the vehicle he/she is being trained in, as well as medical clearance (DL-51a – Medical Card) during all training times. In addition, evidence of a negative pre-employment drug test result must be obtained prior to BTW Instruction.

OBSTACLE COURSE Training at a secured parking facility, or other open area where hazard is limited will be provided to a driver trainee prior to operating on the road. The course will be set up according to the prescribed DPE tests the driver trainee must pass to receive full licensing. Prior to continuing his/her behind-the-wheel training, the driver trainee must satisfactorily complete each obstacle at least once, displaying the ability to maneuver safely, regardless if DPE testing is later required (see Section 7 for DPE information). Obstacle Course evaluation will normally take 4 to 6 hours per driver trainee.

ROAD EVALUATION should include testing in all areas applicable to the Driver Trainee Performance Evaluation. This allows the driver trainee to exercise his/her ability in several operating conditions and allows the BTW trainer to effectively critique the driver trainee's driving techniques.

ROUTE TRAINING is recommended and should be incorporated into the training provided by the BTW trainer. Additionally, driver trainees should receive in-service route training prior to completing the program. A driver trainee who operates an in-service vehicle shall have received full licensing, applicable to the vehicle being used, and certification for the type of service.

Depending on the driver trainee's ability, the amount of route training during overall BTW training will vary. Regardless, the driver trainee shall not be provided with more than thirty (30) hours of BTW without authorization from the Trainer.

6.3 BTW EVALUATION

Utilizing Form D, Driver Trainee Performance Evaluation, driver trainees will be scored on a variety of obstacles and vehicle maneuvering techniques. An average score of not less than 75 percent must be achieved by the driver trainee during the BTW segment, prior to being released from training. Any violation ratings should be reported to the Trainer.

7.0 ONGOING TRAINING

STI considers continued training to be crucial in maintaining safe operations. Accordingly, ongoing training is provided to ensure driver trainees and other staff members are continually aware of fundamental safety practices, as well as operational changes.

7.1 ~~ADVANCED TRAINING~~

Upon five (5) years of service, or at the time that one's driving certificate is due for renewal, drivers will be required to undergo an additional eight (8) hours of classroom training, as prescribed by the Trainer.

7.2 SAFETY MEETINGS

Every staff member is required to participate in the location safety program meetings. Normally, these are held once a month, schedules permitting, for a period of two (2) hours. Other arrangements are permitted, as approved by management, but will not fall below ten (10) hours of meeting time per year.

7.3 RETRAINING

An employee who is involved in a ¹⁾Preventable Accident and continues employment with STI shall undergo retraining prior to operating any service vehicle. The subjects(s) being retaught shall be applicable to the nature of the accident, including related subjects. The Trainer will determine the subject(s) to be taught and the timeframe required in order to ensure the driver is proficient in the area(s) where the failure occurred. Form G shall be used to document driver retraining.

¹⁾ Preventable Accident: Any accident that resulted when a driver failed to do everything reasonably possible to avoid it. In any accident, the Central Trainer will investigate the circumstances and determine preventability.

8.0 VEHICLE MAINTENANCE PERSONNEL

- 8.1 MECHANICS: Any maintenance person who operates a vehicle, for parking or other purposes, on or off a public roadway, must have a license applicable to the vehicle he/she operates. Said License shall include endorsement and respect all license restrictions, as prescribed by the Department of Motor Vehicles.
- 8.2 SERVICE WORKERS: Any service worker who operates a vehicle on a public roadway must have a license applicable to the vehicle he/she operates. A service worker who operates vehicles exclusively for the purpose of washing or parking, within a private facility only, must possess, at minimum, a valid and current Drivers License. Service workers shall be trained to safely operate any vehicle he/she may be required to move.

In any case, Maintenance personnel shall be provided with a minimum of twenty (20) hours of original driver training (24 hours if DPE is required) to include; Company Orientation and Policy; Defensive Driving; Hazardous Materials; Bloodborne Pathogens; Sexual Harassment; Body Mechanics; Emergency Procedures and; Drug and Alcohol.

9.0 CUSTOMER SERVICE AND COMMUNICATIONS PERSONNEL

STI Customer Service and Communications employees fall into two classifications; those whose responsibilities are safety-sensitive and those whose are not. Training for these employees is determined by classification.

- 9.1 SAFETY-SENSITIVE: Safety-sensitive employees include Radio Operators/ Dispatchers and Team Leaders who are in a position to control or direct the movement of passenger transport vehicles. These employees are subject to DOT regulated Drug and Alcohol testing and, their positions require them to have a better understanding of operational safety requirements.

In addition to standard customer service and phone etiquette training, safety-sensitive personnel shall be provided with a minimum of fifteen (15) hours of original driver training to include; Company Orientation and Policy; Hazardous Materials; Blood borne Pathogens; Empathy and People with Special Needs; Sexual Harassment; Body Mechanics; Emergency Procedures; Drug and Alcohol and; Radio Communications.

- 9.2 Non-Safety-Sensitive: Call-Takers are not safety-sensitive, as they do not direct the movement of passenger transport vehicles.

These employees shall be provided with the currently prescribed customer service and phone etiquette training, in addition to policy orientation training, as applicable to the position.

10.0 SAFETY AND TRAINING RECORDS

Several forms will be used to document new and ongoing training of STI employees. Training records required to meet CHP inspection requirements will be maintained at the project location. All other training records will be maintained in the employee personnel file. The Central Trainer is responsible for the administration of the Safety and Training Program and holds ultimate responsibility for training record organization and accuracy. Therefore, the following original forms used in the process of training employees will be maintained by or forwarded to the Central Trainer for review and distribution.

10.1 DRIVER OUTLINE (Form – A)

This document should be provided in driver application packets. The form should be signed by the applicant and returned with their application. This form provides the applicant with a clear understanding of training and position requirements.

10.2 CLASSROOM SCHEDULE (Form – C)

A schedule should be prepared by the Classroom Instructor and provided to all driver trainees prior to beginning training. This will allow driver trainees to plan responsibly for the training class and also serve as back up documentation for the Individual Training Log.

10.3 DRIVER TRAINEE PERFORMANCE EVALUATION (Form – D)

As discussed in Section 6.3, this form is used to evaluate behind-the-wheel training aspects. This form is used for Drivers, as well as maintenance personnel whose positions include operating revenue service vehicles.

10.4 INDIVIDUAL TRAINING LOG (Form – E)

All STI personnel shall have training applicable to their position documented on the Individual Training Log. The Log serves as the primary document to evidence any training received. The Central Trainer will maintain this document.

10.5 DRIVER PROFICIENCY CERTIFICATION (Form – F)

Any STI employee who is permitted to drive a revenue service vehicle, whether used in revenue service or not, must be trained to drive said vehicle(s) safely. Form – F will be completed for those employees whose position requires the above.

10.6 H-6 PRINTOUT & PULL NOTICES (DMV generated forms)

As identified in Form – A, Driver Outline, an original H-6 Printout must be provided by the applicant with his/her application. Printouts dated older than 30 days are not acceptable. The original printout must be reviewed by the hiring Facility Director, signed, and submitted to the Central Trainer, prior to the applicant beginning training. Refer to section 6, Driver Selection, for more information about H-6 printouts.

Pull Notices will be sent directly to the Central Trainer for record review and renewal information. The Central Trainer will sign, record necessary information in the Renewal Database and forward the Pull Notice to the Project Manager.

11.0 SAFETY MANAGEMENT

11.1 RENEWAL DATABASE

The Central Trainer will maintain a computer database that clearly identifies renewal dates, and other dates of significance (i.e., Driver Evaluations, etc.), for each STI employee governed by this program. The database will be updated as required, and will be reviewed at least once per month for the purpose of planning for renewals.

The Central Trainer will communicate necessary renewals and other significant employee information with project managers each month.

11.2 SUPERVISION

Each facility shall designate a Road Supervisor or other employee responsible for ensuring safe vehicle operations, according to the program. Additional supervision may also be required as part of the local contract. The Road Supervisor will be responsible for completing ride checks and pull out inspections, in addition to handling project safety standards discussed in section 12 of this program.

11.3 RIDE CHECKS

Using Form G, Driver Evaluation, each project shall perform an observed evaluation for each driver at least once annually. This evaluation allows for an objective critique of the drivers ability, as it relates to vehicle operations (i.e., the specifics of his/her job).

The Driver Evaluation also may be used for unobserved ride checks, which may and should be carried out on a random basis to ensure safe vehicle operations in general.

11.4 PULL-OUT INSPECTIONS

Utilizing Form H, Pull Out Inspection, projects shall conduct and document inspections. These will normally occur twice per year and should be completed on an unannounced basis. Each project manager will be responsible for assembling necessary staff and conducting inspections on at least one-third of those beginning their shifts. Inspections should be planned either early in the morning, or during the largest shift start time.

12.0 SAFETY STANDARDS

The following standards have been established by STI to ensure a common understanding of safe vehicle operation, and minimum criteria with regard to unsafe vehicle operations.

12.1 UNSAFE ACTS

As discussed in the Injury and Illness Prevention Program, unsafe acts may also be observed in the operation of vehicles. Unsafe acts will be determined by the observing supervisor and will be documented. The employee shall be issued a citation, advising them of the observed unsafe act. An employee who receives 3 or more citations within a two-year period may be subject to disciplinary action, up to and including termination.

12.2 PREVENTABLE COLLISIONS

The project Road Supervisor, or other designated employee shall investigate each vehicle accident. Such investigation shall include documented factual statements, conclusions and opinions related to the cause of the collision. An employee involved in a Preventable Collision is subject to disciplinary action up to and including termination. See section 7.3 for more information regarding Preventable Accidents.

12.3 WHEELCHAIR RELATED ACCIDENTS

At no time is a Wheelchair Accident that is determined to be preventable permitted. An employee who is involved in a preventable wheelchair accident may be subject to immediate termination.

13.0 APPENDIX

Form – A	Driver Outline
Form – B	Contingency Notice
Form – C	Classroom Schedule
Form – D	Driver Trainee Performance Evaluation
Form – E	Individual Training Log
Form – F	Driver Proficiency Certification
Form – G	Driver Evaluation
Form – H	Pull Out Inspection
Form – I	Field Supervisor Daily Report
Form – J	Unsafe Act Citation
Form – K	Re-Training Document
Form – L	Policy Acknowledgement

Proprietary



Bus Driver Outline

Job Title: Bus Driver
FSLA Job Status: Non-Exempt
Salary: TBD
Location: Assigned Contract

POSITION SUMMARY:

In this position an employee is responsible for providing courteous transportation service to passengers in a safe and timely manner, while conforming to all applicable state and federal laws as they relate to passenger bus transportation.

POSITION OUTLINE:

1. General Qualifications.

An eligible candidate must possess the following:

- a) Be twenty-one (21) years of age or older.
- b) Insurable Driving Record. No DUI's or Reckless driving within past 10 years.
- c) Reliable employment history.
- d) Ability to pass a Pre-Employment physical, drug screen and criminal background check in accordance with all applicable laws and contractual requirements relating to the nature the service.
- e) Possess a functional knowledge of the geography in the area of service.
- f) Ability to effectively communicate in English, both written and verbal.
- g) Maintain a "Professional Image" in your appearance and hygiene.
- h) Current commercial licensing, with passenger endorsement and transit certification is preferred, but will train qualified candidates.

2. Physical Requirements.

Within reason, an eligible candidate must possess the ability to:

- a) Push and pull non-ambulatory passengers, i.e. persons in wheelchairs, and persons utilizing walkers.
- b) Climb, bend, stoop, twist, crouch and kneel to secure wheelchairs and conduct vehicle inspections.
- c) Sit for extended periods of time.
- d) Use full range of sense of hearing, speech and vision.
- e) Display manual dexterity as applicable to position.

3. Specific Qualifications.

- a) Maintain a Positive, Pro-active, and Professional demeanor with all fellow employees.
- b) Assist and interact with public in a professional manner.

- c) Display a high level of attention to detail.
- d) Make sound decisions and take responsibility.
- e) Maintain good attendance and be punctual
- f) Be organized in all work activities, while meeting service schedules.
- g) Read, interpret, and apply policy and procedure.

POSITION RESPONSIBILITIES:

Within the parameters established by the Director of Operations and/or the Safety and Training Department, and approved policies and procedures, Bus Drivers are assigned the following position responsibilities:

1. Safe and efficient operation of fleet vehicles:

- a) Performs all pre-trip vehicle inspections in accordance with all applicable laws and within the guidelines set forth by the company.
- b) Reports all unsafe conditions to management.
- c) Properly accounts for all system funds, i.e. ticket sales, fares received, and all other transactions involved with position, where applicable.
- d) Operates assigned route in accordance with prescribed system timetable, manifest and/or according to the instruction of dispatch.
- e) Properly Maintains all required documentation in accordance with laws and within the guidelines set for the by the company.
- f) Observe safety as a priority while performing all duties.

2. Customer service:

- a) Focuses and responds appropriately to the needs of all customers.
- b) Maintains positive attitude and professional image while interacting with customers.
- c) Observes and acts in accordance with all laws regarding the transporting of person's with disabilities (ADA).
- d) Directs and assists customers upon request in a friendly manner.
- e) Reports any unusual incidents to project supervisor.

3. Other duties as assigned:

- a) As assigned by project supervisor.

Employee or Candidate:

Project Manager:

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Original: Employee Personnel File
Copy to: Employee



From: STI Training Director

To: All Prospective Employees

Date: _____

Subject: Acknowledgment for Contingency of Employment

I understand that employment with Southland Transit, Inc. is employment-at-will which can be terminated at any time. However, as I am seeking to be an employee who is also subject to state and federal licensing requirements, as well as being required to be deemed insurable for operation of a vehicle, I understand that my employment with Southland Transit is contingent upon the successful completion of the required pre-employment physical, DOT drug screen, and background certification check.

Furthermore, I acknowledge that I must successfully complete the training program as described by Southland Transit, Inc. and attain all licensing and certifications as required by State and Federal law, in accordance with the training program.

Any discrepancies or falsifications of required documentation or of my application may be cause for my being dropped from training and being terminated from employment.

I have read and understand the above statements.

Name (print)

Date

Signature

Southland Transit, Inc. - Driver Trainee Classroom Schedule

Week of: _____

Date: Sun	Mon	Tues	Wed	Thurs	Fri	Sat
OFF	CLASS	CLASS	CLASS	CLASS	CLASS	OFF
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
TRAINER TIME						
SUBJECT						
Homework						
Subject						
TOTAL TIME						

SOUTHLAND TRANSIT, INC.

DRIVER TRAINEE PERFORMANCE EVALUATION

Driver Trainee Name: _____ Project: _____

Date BTW Started: _____ Service Type: _____

EVALUATION PROCEDURE

This segment consists of a behind-the-wheel evaluation of driving ability and defensive driving skills. The Driver Trainee starts each day with a maximum score available. Points are deducted each time the student obtains a score of less than 4. The maximum score available may fluctuate, as certain areas may not apply to the training session. For that reason the score is formulated on a percentage basis. Scoring instructions are located on page 4 of this booklet.

MAXIMUM SCORE AVAILABLE

The MSA is based on an allotted total of 4 points for each item scored. Count the amount of items scored and multiply by 4. This number represents your MSA.

RATINGS

1 = Violation 2 = Below Standard 3 = Satisfactory 4 = Good

Note: Violations ratings are only given in the event of a hazardous, unsafe or illegal maneuver. All violation ratings require explanation.

	Date	Instructor	Coach #	Wheel Time	Time		Student Score	Initial
					Daily	Accrual		
1				/			%	
2				/			%	
3				/			%	
4				/			%	
5				/			%	
6				/			%	
7				/			%	
8				/			%	
9				/			%	
10				/			%	

**DRIVER TRAINEES MUST ACHIEVE AN AVERAGE SCORE OF NO LESS THAN
75% BEFORE BEING RELEASED FROM TRAINING.**

%

SUBJECT

DAY

Pre Trip Inspection	1	2	3	4	5	6	7	8	9	10
Daily Bus Report										
Pre-Exterior										
Exterior										
Tires/Rims/Lugs										
Passenger Compart.										
Emergency Exits										
Fire Extinguisher										
Operator Compart.										
Recycle W/C/ lift										

Brakes

Air Brake Test										
Hydraulic Brake Test										
Hydraulic W/Booster										
Vacuum /Hydraulic										
ABS Operation										

Transmissions

Understanding										
Operation										

Smith System

Aims High										
Gets Big Picture										
Keeps eyes moving										
Leaves an out										
Makes sure they see										

Obstacle Course

Forward Stop		
Gradual Crossover		
Serpentine		
Measured Right turn		

Steering

Hand Position										
Smooth Motion										
Other										

Radio Operation

Uses 10 - Codes										
Clipping										
Transfer Procedure										

Backing

Speed Control										
Uses Horn										
Uses Mirrors										
Straight line method										
Leaving method										
Back up Stall										
Parallel parking										

Acceleration, Braking &

Stopping Distance 1 2 3 4 5 6 7 8 9 10

Engage P/Brake										
Accelerates smooth										
Maintains speed										
Initial brake depress.										
Stopping distance										
Vehicle in front										
Behind limit line										
Complete Stop										

Lane use, changing & passing

Position Centered										
Position 6" from curb										
Position 4' from curb										
Checks mirrors										
Signals in advance										
Signals properly when passing										
Right lane usage										
Merges smoothly										

Turns

Choice of lane										
Checks mirror										
Signals in advance										
Proper set up										
Check blind spot										
Square Turn										
Uses hand over hand										
Uses hand to hand										
5mph or less when making right turn										
Monitors tail swing										
Accelerates out of										
Returns hands to 9&3 or 10&2										

Intersections

Surveys before entering										
Speed entering										
Covers brakes										
Keeps head & eyes moving										
Ensures intersection is clear										
Obeys sign/signals										
Yields for pedestrians										
Yield Right of Way										

SUBJECT

DAY

Freeway Driving 1 2 3 4 5 6 7 8 9 10

Observes Signs and Signals										
Checks Mirrors										
Signals properly										
Scans for gap in Traffic										
Speed limit adher.										
On/off Ramp										
Merges smoothly										

Rural Driving

Observes Signs and Signals										
Checks Mirrors										
Signals properly										
Speed limit adher.										

Mountain Driving

Observes Signs and Signals										
Checks Mirrors										
Signals properly										
Speed limit adher.										

Curves & Hills

Signals properly										
Checks Traffic										
Push-pull method										
Merges smoothly										
Approaches curve at proper speed										
Positions vehicle for curve										
Maintains position in curve										
Selects proper lane before hill										
Uses correct gear										
Slows when approaching crest										
Proper braking proc. down hills										

Night Driving

Uses High beams Properly										
Increases following distance										
Light blinded: Looks to edge of Road										

Railroad Crossing

1 2 3 4 5 6 7 8 9 10

Mirror Usage										
Signal Usage										
Position after stop										
Uses four ways										
Looks & Listens										
Merges into Traffic smoothly										

Hostile Weather

Uses Headlights										
Uses Wipers										
Increase following Distance										
Looks for Hazards										

Narrow Streets / Traffic Circles

Continually checks side clearance										
Under 15mph on narrow streets										
Checks for Traffic over Shoulder										
Merges only when safe to do so										
Positions vehicle in exit lane early										
Looks for lost or confused Drivers										

Bike Racks

Knows proper method of use										
Able to clearly explain rules & proc.										

Wheelchair lift operation & securement

Vehicle position for boarding/deboarding										
Operation of lift										
Communicates to passenger										
Conventional Sec.										
4 point tie down										

Service Stops / Bus Zones

Correct approach										
Signal Use										
Stop 3' before sign										
6"-12" parallel										
Engages 4-ways										

Service Stops / Bus Zones (cont.)

Uses caution with	1	2	3	4	5	6	7	8	9	1
Passengers in zone										
Monitors tail swing										
when pulling away										
Uses door properly										
Warns Passenger										
of Hazards										

Route Knowledge

Farebox knowledge/	1	2	3	4	5	6	7	8	9	1
completes manifest										
Is familiar										
with Routes										
Times stops										
Is aware of critical										
service points										

Date	Instructor	Initial
Explanation of Violation rating / Comments		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Scoring Instructions: Input all of the various ratings in their appropriate boxes for the Day/Session in question. Add all totals from "score" column, multiply total by four (4) and input into box labeled "Maximum Score Available". Add all scores from "calculation" column and input into box labeled "Subtotal". Input violation ratings subtracted from Subtotal into box labeled "Total". Divide Total Score by Maximum Score Available and input percentage into bold box. Transfer percentage to front page for review.

Day/Session #1	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #6	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #2	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #7	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #3	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #8	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #4	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #9	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #5	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

Day/Session #10	Score	Calculation
Total of Below Standard ratings		x 2 =
Total of Satisfactory ratings		x 3 =
Total of Good ratings		x 4 =
Subtotal Score	=	
Total Violation ratings		x-1 = -
Total	=	
Maximum Score Available	<input type="text"/>	= <input type="text"/> % _n

ROUTE TRAINING

DATE	ROUTE	RUN/SHIFT#	*CHECK IF IN SERVICE	TRAINER
------	-------	------------	----------------------	---------

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* Driver Trainee must be signed-off, licensed with applicable endorsements before driving any vehicles in revenue service!

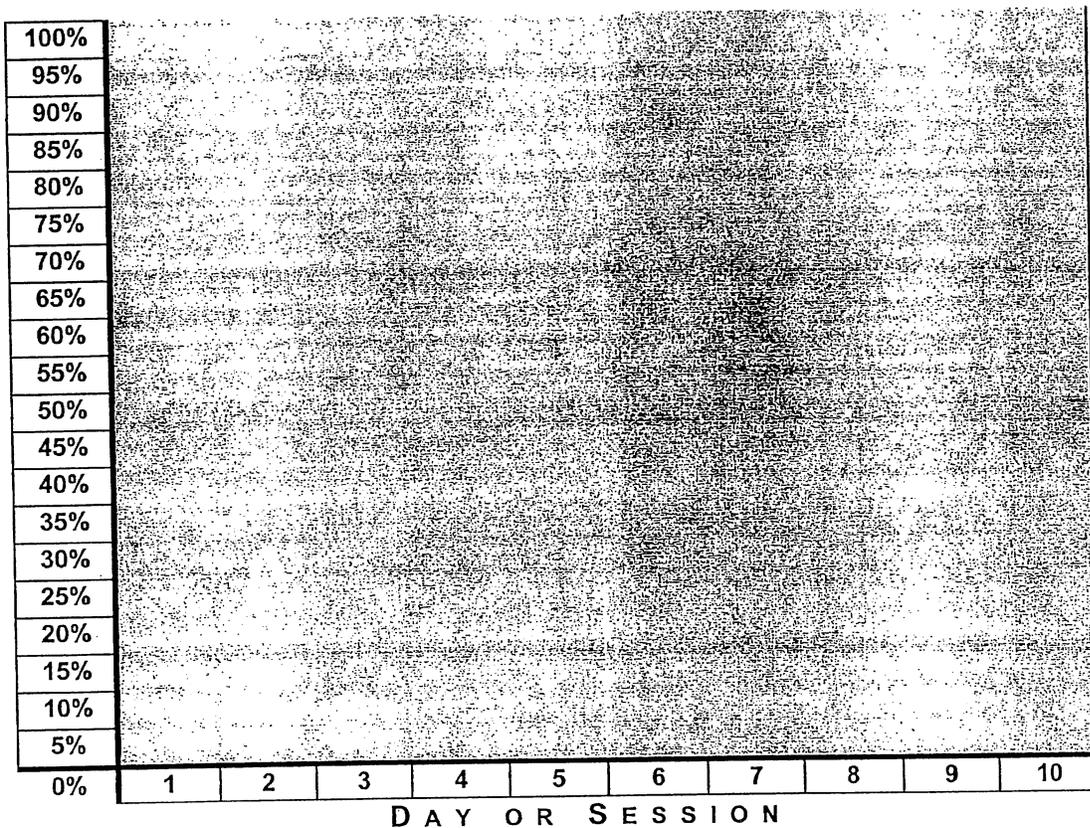
Note: In revenue service is defined as a vehicle in operation with passengers for fare.

COMMENTS

Route knowledge

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

DRIVER TRAINEE PROGRESS CHART



This chart is used to measure improvement on a progressive level for each Driver Trainee. Using a red ink pen, draw a straight line from preceding percentage scored to current percentage scored. The numbers below the chart represent the current session or day of training in question. If on first day or session, start line at the percentage reached that day on column #1.



TRAINING LAPEL SHEET

<i>NAME:</i>	<i>TRAINING START:</i>
<i>POSITION:</i>	<i>TRAINING COMPLETE:</i>
<i>PHONE:</i>	<i>CDL TYPE:</i>
<i>S.S.N.:</i>	<i>FIRST AID:</i>
<i>HIRE DATE:</i>	<i>CPR:</i>
<i>C.D.L. NO.:</i>	<i>DOB:</i>

DRIVER PROFICIENCY & AUTHORIZED VEHICLES
 (CCR 13, 1229) (CCR 13, 1234 (b))

*INSTRUCTOR
INITIAL*

ATE

_____	_____	___ Vehicles less than 10,000 GVWR
_____	_____	___ Vehicles 10,000 - 26,000 GVWR
_____	_____	___ Vehicles over 26,000 GVWR
_____	_____	___ Bus w/ airbrakes ___ passengers
_____	_____	___ Bus w/ hydraulic brakes ___ pssgrs.
_____	_____	___ Standard shift Transmission
_____	_____	___ Automatic Trans. only (rest. 64)
_____	_____	___ Airbrake endorsement.
_____	_____	___ Verification of Transit Training Cert.
_____	_____	___ General Public Paratransit Cert.
_____	_____	___ VDDP Certificate

PULL OUT INSPECTION REPORT

Part 1, Driver Certification

Date: _____

Driver: _____ Observer: _____

Service Type: Fixed Route Dial-A-Ride, Other Bus No.: _____

Certificate held: VTT, VDDP, GPPV, SPAV, School bus Cert. Exp.: _____

Date: _____ CDL No.: _____ Type/Endors: _____ Lic. Exp.: _____

(DL51) Medical Card Exp: _____ Shift arrival: _____ Facility Departure: _____

Part 2, Pre-Trip Vehicle Inspection

	Yes	No
Step 1: Exterior/Before Starting Vehicle		
Exterior Check for leaks, or major damage/defect	<input type="checkbox"/>	<input type="checkbox"/>
Inspects engine compartment, e.g. belts, hoses, filters	<input type="checkbox"/>	<input type="checkbox"/>
Step 2(a): Exterior		
Checks all exterior lights for proper illumination	<input type="checkbox"/>	<input type="checkbox"/>
Physically checks any accessories/attachments for securement	<input type="checkbox"/>	<input type="checkbox"/>
Step 2(b): Tires, Wheels and Lugs		
Physically checks lug nuts, valve stem, balancer	<input type="checkbox"/>	<input type="checkbox"/>
Step 3: Interior/Passenger Seating Area		
Insures required items on board, e.g. emergency reflectors, fire extinguisher, 1st aid kit, accident kit	<input type="checkbox"/>	<input type="checkbox"/>
Opens one emergency exit each side to ensure proper function	<input type="checkbox"/>	<input type="checkbox"/>
Has appropriate restraint inventory	<input type="checkbox"/>	<input type="checkbox"/>
Step 4: Driver Compartment		
Checks for vehicle registration and insurance documents	<input type="checkbox"/>	<input type="checkbox"/>
Properly adjusts mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Recycles W/C lift properly	<input type="checkbox"/>	<input type="checkbox"/>
Does a complete brake test: Air System	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic System	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Driver's Signature: _____ Date Reviewed: _____



Unsafe Act Citation

Employee Name: _____ Date: _____

The company has the right to terminate your employment immediately if you have been involved in an unsafe act. In this case we have determined that your actions would not result in immediate termination and instead you are being issued this citation as a warning that you are in violation of the STI Safety and Training Program policy, as described in Section 12.1 – Unsafe Acts.

This is your _____ warning of violation.

State the date and nature of prior warnings, if applicable.

1. _____

2. _____

As a reminder, further violations may warrant disciplinary action, up to and including termination.

Description of Unsafe Act: _____

Observing Supervisor: _____

Supervisor Signature: _____ Date: _____

~~You are urged to act upon this information by correcting any/all behavior related to the nature of this citation.~~

Employee Comments: _____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
Copy to Location Training File and Employee



Retraining Document

COMPLETE THIS SECTION AND PROVIDE COPY TO EMPLOYEE

Employee Name: _____ Date: _____

You are scheduled to receive additional training on _____ as a result of:

Preventable Accident Failed Evaluation Unsafe Act

You are required to report to (circle one) your project instructor / Central Training at _____ (time) on the above date. Failure to attend may result in further disciplinary action, up to and including termination.

COMPLETE THIS SECTION DURING AND FOLLOWING COMPLETION OF EMPLOYEE RE-TRAINING

Subject(s) covered: _____

Time spent in Class: _____ Time spent Behind-the-wheel: _____

Instructor Comments: _____

Instructor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
 Copy to Location Training File and Employee

SOUTHLAND TRANSIT, INC.

SAFETY AND TRAINING PROGRAM

Policy Acknowledgement

I _____, acknowledge that I have received a copy of the Southland Transit, Inc. Safety and Training Program policy, and fully understand the applicability of this policy to my position, as specifically discussed in Section 3 and referenced within the entire policy document.

Furthermore, I acknowledge that I have received a copy of the Southland Transit, Inc. Employee Handbook and Injury and Illness Prevention Program and understand that I will continue to be governed by them, in addition to the Safety and Training Program. I also fully understand that Southland Transit, Inc. is an "at-will" employer; therefore, any employee may resign at any time, just as the company may terminate the employment relationship with any employee, at any time for any reason, with or without notice.

Employee Signature

Supervisor

Date

Original: Personnel File
Copy to: Employee and
Location Training File



*Setting the Standard for Community
Transit in Southern California*

DRUG & ALCOHOL POLICY

NOTE: Additional requirements and/or disciplinary actions established under STI authority are entered in **bold-faced** type. Requirements of the Drug-Free Workplace Act (not covered under Part 655) are in *Italics*.

Setting the Standard for Community Transit in Southern
California 3650 Rockwell Avenue, El Monte, California 91731
626.258.1310 • Fax 626.258.1329

DRUG AND ALCOHOL POLICY

Southland Transit, Inc.

Revised September 10, 2013

1 POLICY STATEMENT

Southland Transit, Inc. (STI) is dedicated to providing safe, dependable and efficient transportation services to our customers. We recognize that our safety-sensitive employees' and affiliate's use of illegal drugs and misuse of alcohol poses a significant risk to public safety, as well as the employee's and affiliate's health and well-being, and can cause loss of efficiency, productivity, or a disruptive work environment. In view of this, STI has adopted this policy that is designed to:

- 1.1 create a work environment free from the adverse effects of drug abuse and alcohol misuse;
- 1.2 deter and detect employees' and affiliates' use of illegal drugs and misuse of alcohol;
- 1.3 prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- 1.4 encourage employees and affiliates to seek professional assistance anytime personal problems, including drug or alcohol dependency, adversely affect their ability to safely perform their assigned duties.

2 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, affiliates, passengers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy also is intended to comply with all applicable State and Federal regulations governing workplace anti-drug use and alcohol misuse programs in the transportation industry. They include DOT 49 CFR Part 40, ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"); FTA 49 CFR Part 655 ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"); DOT 49 CFR Part 29 ("Drug-Free Workplace Act of 1988"); and CA Govt. Code Section 8350 et. seq. ("Drug-Free Workplace Act of 1990"). ~~This policy incorporates the requirements of above regulations for safety-sensitive employees and others when so noted.~~

3 APPLICABILITY

Unless otherwise noted in specific provisions, this policy applies to all STI employees, including leased, part-time, or contract personnel. It applies to off-site lunch periods or breaks when an employee is scheduled to return to work or is on-call.

The application of this policy to non-safety-sensitive employees is under STI's own authority. Visitors, invitees, and vendors are also prohibited from entering the STI premises and from conducting any work on behalf of the company when illegal substances are present in their system, or the odor of alcohol is present on their breath.

4 PREEMPTION OF STATE AND LOCAL LAWS

If any conflict occurs between State and local laws and any requirement of the above mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not preempt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

5 DEFINITIONS

Adulterated Specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol. For purposes of this policy, alcohol is alcohol regardless of source.

Breath Alcohol Technician (BAT): An individual who instructs and assists employees or applicants in the alcohol testing process and operates an Evidential Breath Testing (EST) device.

Cancelled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which Part 40 requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collector: A person who instructs and assists individuals at a collection site, who receives and makes an initial inspection of the specimen provided by the individual, and who initiates and completes the Custody and Control Form (CCF).

Controlled Substances: Any drug classified by the U.S. Drug Enforcement Agency (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use, and accepted safety for use under medical supervision. Medications containing any controlled substance must be prescribed by a physician who has a valid DEA license number.

Designated Employer Representative: An employee or employees authorized by the company to take immediate action(s) to remove employees from safety-sensitive duties following a positive test, test refusal, or other policy violations.

Dilute Specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage: Damage which precludes departure of a motor vehicle from the scene of the ~~accident in its usual manner in daylight after simple repairs, including damage to motor vehicles~~ that could have been driven, but would have been further damaged if so driven. "Disabling damage" does not include:

- Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
- Tire disablement without other damage even if no spare tire is available.
- Headlamp or taillight damage.
- Damage to turn Signals, horn, or windshield wipers, which make them inoperative.

DHHS: Department of Health and Human Services.

DOT: Department of Transportation.

Drugs: The drugs for which tests are required under DOT and FTA regulations. They are

Marijuana, cocaine, amphetamines, phencyclidine (PCP) and opiates.

Drug Abuse: Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual.

Evidential Breath Testing (EBT) Device: A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath under DOT Part 40 and placed on the NHTSA's Conforming Products List.

FTA: Federal Transit Administration.

Vehicle: A bus, electronic bus, van, automobile, rail car, trolley car, trolley bus or vessel.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders, and has the appropriate medical training to interpret and evaluate an individual's confirmed drug and/or validity test results together with the individual's medical history and any other relevant biomedical information. (See Appendix B for a detailed discussion of the MRO's roles and responsibilities.)

Non-Negative Specimen: A urine specimen that is reported as adulterated, substituted, positive for drug(s) or drug metabolite(s), and/or invalid.

Positive Alcohol Test: The presence of alcohol in the body at a concentration of 0.02 or greater as measured by an EBT device.

Positive Drug Test: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolites that is equal or greater than the cut off concentration.

Refusal to Test: Includes circumstances or behaviors such as:

- Failure to appear at the collection site in the time allotted. (Except for Pre-Employment Drug test.)
- Leaving the collection site before the testing process is completed.
- Failure to provide a urine, breath, or saliva specimen as required by DOT Part 40.
- Failure to permit the observation or monitoring of specimen collection when it is required.
- Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation.
- Failure or refusal to take a second test when required by the collector or DER.
- Failure to undergo a medical evaluation when required by the MRO or the DER.
- Failure to cooperate with any part of the testing process. (Example: refusal to empty pockets when directed by the collector; behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector.)
- For an observed collection, failure to follow the observer's instruction to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
- Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
- If the MRO reports a verified adulterated or substituted test result.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- Leaving the scene of the accident without just cause prior to submitting to a drug and alcohol test when required.
- In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form (ATF).

NOTE: A REFUSAL TO TEST IS EQUIVALENT TO A POSITIVE TEST RESULT.

Screening Test Technician (STT): A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device, such as a breath or saliva device, other than an EST.

Specimen Validity Testing: "A test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid."

Split specimen: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second DHHS-certified laboratory for testing upon employee request following a verified positive or a verified adulterated or substituted test result from the primary specimen.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Substituted specimen: A specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

6 EDUCATION AND TRAINING

The education and ongoing awareness component of this policy will include display of posters, distribution to all employees of the drug and alcohol policy and other informational materials, and periodic information seminars.

As required by FTA regulations, the company will provide to all safety-sensitive employees a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. Information on the signs, symptoms, health effects and consequences of alcohol misuse is presented as Appendix A of this policy.

Supervisors who may make reasonable suspicion referrals shall receive a minimum of 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes of probable alcohol misuse.

7 CONTACT PERSON

Any questions about this policy or any aspect of the company's drug-and alcohol- free program should be referred to:

Edilia Gonzalez
3650 Rockwell Ave
El Monte, CA 91731
Phone # 626-258-3386
Fax # 626-258-1329

8 COVERED EMPLOYEES

As a condition of employment, all employees and independent contractors are required to submit to drug and alcohol tests administered in accordance with Parts 40 and 655. **(Non-safety-sensitive employees are covered under STI's own authority.)** A refusal to submit to a test as directed will be considered to be a positive test result and the employee will be subject to all the attending consequences as stated in this policy. (Please refer to Section 5.0 - DEFINITIONS for specific circumstances or behaviors that are considered refusal to test.)

As defined by the FTA. Safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions.

- 8.1 Operating a revenue service vehicle, even when it is not in revenue service;
- 8.2 Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;
- 8.3 Controlling dispatch or movement of a revenue service vehicle;
- 8.4 Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.

Supervisors are considered safety-sensitive only if they perform, or may be called upon to perform, any of the above safety-sensitive functions.

The company has analyzed actual job duties performed, or may be called upon to perform, by all of its employees and has determined that the following job classifications are considered safety-sensitive for the purposes of this policy.

- Drivers
- Dispatchers
- Mechanics

9 DRUGS TESTED FOR

-
- Marijuana (THC)
 - Cocaine
 - Opiates
 - Codeine Morphine 6-AM (heroin)
 - Amphetamines Amphetamine Methamphetamine
 - Methylenedioxyamphetamine (MDMA or Ecstasy)
 - Methylenedioxyamphetamine(MDA)
 - Methylenedioxyethylamphetamine (MDEA)
 - Phencyclidine (PCP)

10 PROHIBITED BEHAVIORS

10.1 Illegal Drugs

Unless legally prescribed, the prohibited drugs listed on Section 9.0 are always illegal and employees are prohibited from consuming any of them at all times. Employees or independent contractors may be tested for illegal drugs anytime they are on duty or subject to duty.

10.2 Prescription or Over-the-Counter Medication

Under STI policy, the appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, employees or independent contractors must notify their manager and may not perform any safety-sensitive function if their medication carries a warning label that mental functioning, motor skills or judgment may be adversely affected, unless the medication is being used in accordance with the instructions of a physician who has provided a written determination that the substance will not adversely affect the ability to safely perform safety-sensitive duties.

A prescription is considered valid only if it is in writing and indicates the employee's or independent contractor's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. Prescriptions written by physicians who are not licensed by the U.S. Drug Enforcement Agency, or controlled substances obtained illegally outside the United States are not considered valid medical prescriptions under this policy. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription. Any covered employee who violates this section of the policy is subject to disciplinary action, up to and including termination.

10.3 Alcohol

Safety-sensitive employees and independent contractors are prohibited from consuming alcohol in any form:

- while performing safety-sensitive functions;
- within 4 hours prior to performing safety-sensitive functions;
- while they are on call
- Eight hours following an accident requiring a post-accident alcohol test, unless the test was completed within 8 hours.

Alcohol tests are conducted only just before, during, and just after the employee's or independent contractor's performance of a safety-sensitive function. An alcohol test is considered positive if the employee's or independent contractor's BAC is at 0.02 or greater.

~~Under the company's own authority, the same prohibitions as stated above for both drugs and alcohol are applicable to non-safety-sensitive employees as well.~~

11 TYPES OF TESTING

11.1 PRE-EMPLOYMENT TESTING

All applicants for employment or independent contractor status, or any employee or independent contractor transferring from a non-safety-sensitive to a safety-sensitive position will be required to undergo a pre-employment drug test at a time and place designated by the company. This background check applies to those individuals who previously worked for any DOT-regulated employer in the past two years. A verified negative drug test result must be received from the MRO prior to the employee being assigned to safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass the test with a verified negative result.

In accordance with the revised Part 40, the company will check on the drug and alcohol testing background of new hires and other employees and independent contractors beginning safety-sensitive work after obtaining the individual's written consent. If the individual refuses to provide the written consent, he/she will not be hired into the safety-sensitive position. In addition, if the individual has had a positive pre-employment drug or alcohol test, or has refused such a test, he/she will not be hired until and unless the individual has provided a documentation of successful completion of the return-to-duty process, which includes a SAP referral, evaluation and treatment plan.

In addition, if the employee or independent contractor has not performed any safety-sensitive function for at least ninety (90) consecutive calendar days regardless of the reason and has been out of the random pool for this period, he or she must pass a pre-employment drug test before being allowed to return to safety-sensitive duties.

11.2 REASONABLE SUSPICION TESTING

Whenever a supervisor has reason to believe that an employee or independent contractor has used a prohibited drug and/or engaged in alcohol misuse, reasonable testing will be conducted. The referral will be made by a trained supervisor based on the specific, contemporaneous, and articulable observations concerning the appearance, behaviour, speech, or body odors of the employee or independent contractor. The supervisor who makes the referral need not be the individual's own supervisor, as long as he/she has received training in detecting the signs and symptoms of drug use and alcohol misuse. The supervisor's observations will be documented and such documentation shall be kept in the employee's or independent contractor's confidential drug and alcohol testing file.

A reasonable suspicion alcohol test will be conducted only if the reasonable suspicion observation is made just before, during, or just after the employee's or independent contractor's performance of safety-sensitive function.

Once a supervisor has made a reasonable suspicion determination, he/she must remove the individual from performing any safety-sensitive functions and arrange to have the individual accompanied to the testing site immediately. If the alcohol test is not conducted within two hours, reason for the delay must be documented and kept in the employee's or independent contractor's reasonable suspicion test file. All attempts to complete the alcohol test must cease after eight hours.

11.3 POST-ACCIDENT TESTING

Any covered driver operating a public transportation vehicle at the time of an accident will be required to submit to drug and alcohol tests as soon as practicable after the accident. For purpose of this policy, "accident" is defined as an accident involving a public transportation vehicle where the result is:

- An individual dies;
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene;
- The public transportation vehicle (if bus, electric bus, van, or automobile) or any other vehicle(s) involved in the accident suffers a disabling damage as a result of the accident and is transported away from the scene by a tow truck or other vehicle.

11.3.1 Fatal Accidents

Whenever there is a loss of human life, any surviving covered driver operating the company vehicle at the time of the accident shall be tested for drugs and alcohol. Any safety-sensitive personnel not in the vehicle but whose performance could have contributed to the accident also

shall be tested.

11.3.2 Non-fatal Accidents

Following non-fatal accidents, the covered driver operating the vehicle at the time of the accident shall be tested unless his/her performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive personnel whose performance could have contributed to the accident also shall be tested.

11.3.3 Other Post-Accident Testing Requirements

Covered drivers involved in an accident that requires testing must remain readily available for testing, including notifying the company of their location if they leave the scene of the accident before testing to obtain emergency medical care, or to obtain assistance in responding to the accident. They will be considered to have refused to submit to testing if they fail to do so.

Covered drivers are prohibited from using alcohol for eight hours following an accident or until the post-accident testing is completed, whichever occurs first. Every effort will be made to conduct alcohol testing within two hours after the accident. In the event the alcohol test is delayed beyond two hours, the company will prepare and maintain a record stating the reason(s) for the delay. If an alcohol test is not administered within eight hours following the accident, the company will cease all efforts to administer the test and document the reason for the inability. In the event a drug test is not administered within 32 hours from the time of the accident, the company will cease all attempts to administer the drug test. This requirement should not be construed to delay the necessary medical attention for injured people following the accident.

If STI is unable to perform post-accident tests in accordance with FTA regulations, the company will use the post-accident test results administered by State or local law enforcement personnel under their own authority. This is acceptable only under limited circumstances and the test results must be obtained in conformance with State and local law.

Whenever possible, covered drivers undergoing post-accident tests shall be escorted to the collection site. If this is not possible covered drivers may use their own form of transportation to get to the collection site within the prescribed time limits.

11.4 RANDOM TESTING

As required by FTA regulations, safety-sensitive employees and covered drivers are required to undergo random drug and alcohol tests to deter use of prohibited drugs and misuse of alcohol. The random selection will be conducted using a scientifically valid method, such as a random number table or a computer-based random number generator, which gives each covered ~~employee or independent contractor an equal chance of being selected every time a selection is~~ made. As is the nature of random selection, it is possible for some individuals to be tested several times in one year, and other individuals not to be tested for several years. Management does not have any discretion on who will be selected.

Every effort will be made by the company to spread random testing reasonably throughout the calendar year, all days of the week, and all hours when safety-sensitive functions are performed. The testing dates and times are unannounced and employees or independent contractors are required to immediately proceed to the designated collection site following notification.

STI will conduct random drug and alcohol tests at a minimum annual percentage of covered employees and independent contractors as required by the FTA. The rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the

FTA from the annual reports submitted by covered employers.

11.5 RETURN-TO-DUTY TESTING

Before allowing back to work an employee or independent contractor who has refused a required test, has a verified positive, adulterated or substituted drug test result, or tests positive for alcohol at 0.02 or greater, he/she must complete the return-to-duty process prescribed by the SAP. This includes successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02. In addition all return-to-duty tests will be required to be collected under direct observation.

11.6 FOLLOW-UP TESTING

In addition to the Return-to Duty test described in Section 11.05 above, an employee or independent contractor who previously tested positive, or refused to take a required test, shall be subject to follow-up testing for drugs and/or alcohol as prescribed by the SAP, for a minimum period of 12 months to a maximum of five years. As mandated by the FTA, the individual must undergo a minimum of six follow-up tests during the first 12 months of the individual's return to duty. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the individual's manager or supervisor. In addition all follow-up testing will be required to be collected under direct observation. **The employee or independent contractor is responsible for payment of all costs associated with follow-up testing.**

12 DRUG & ALCOHOL TESTING PROCEDURES

All DOT drug and alcohol tests required under this policy will be administered in accordance with the "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 CFR Part 40), as amended.

Throughout the testing process, the privacy of the individual will be protected and the integrity and validity of the process will be maintained. The drug testing procedure will include a split specimen collection method, and a DOT Chain of Custody and Control Form with a unique identification number to ensure that the correct test result is attributed to the correct employee or independent contractor. An initial screening test using an immunoassay technique will be performed. If the specimen is positive for one or more of the drugs tested, then a confirmation test will be performed under HHS guidelines. If the test is confirmed positive, the MRO will conduct a verification process, which includes giving the employee or independent contractor an opportunity to provide a valid medical explanation for the positive test result.

Additionally, the laboratory will conduct specimen validity testing to determine if a urine specimen has been adulterated, diluted, or substituted. STI requires its employees and independent contractors to take a second test with no advance notice if the MRO reports a 'negative-dilute' test result. Depending on the creatinine level reported by the lab, the MRO may order the second test to be collected under direct observation. Should this second test result in another negative-dilute, the test will be considered a negative and no additional testing will be required unless STI is directed to do so by the MRO.

If the laboratory reports to the MRO an "Invalid Result" or "Rejected for Testing" (because of a fatal or uncorrectable flaw), a recollection may be required by the MRO and depending on the circumstances, the recollection may be directly-observed. The laboratory is required to keep positive, adulterated, substituted or invalid specimens for one year, or longer if requested. Records for each specimen and employer-specific reports are required to be kept for two years.

The retention time may be extended upon written request by the MRO, STI, employee, independent contractor, or DOT agency.

Tests for alcohol concentration will be conducted using an alcohol screening device and an evidential breath testing (EBT) device if the screen test is at 0.02 BAC or greater. A DOT Alcohol Testing Form will be used and a unique sequential number will be assigned to each test.

Copies of the detailed drug and alcohol specimen collection procedures are available upon request from the Contact Person identified in Section 7.0 of this policy

13 DIRECTLY - OBSERVED URINE SPECIMEN COLLECTION

Under the following circumstances, the employee or independent contractor will be directed to undergo an immediate urine specimen collection under direct observation with no advance notice:

- If the laboratory reported to the MRO that a specimen is invalid and there was no adequate medical explanation for the result;
- If the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the split specimen testing could not be performed;
- If the MRO reported a negative-dilute test result from the initial test with a creatinine level between 2 to 5 mg/dl;
- If the drug test is a return-to-duty or a follow-up test;
- If the collector observes materials brought to the collection site or employee or independent contractor conduct that clearly indicates an attempt to tamper with a specimen;
- If the temperature on the original specimen was out of range; or
- If the original specimen appeared to have been tampered with.

The observer shall be the same gender as the employee or independent contractor, but need not be a collector. The observer must request the individual to raise his or her shirt, blouse or dress/skirt, as appropriate, above the waist; lower clothing and underpants to mid-thigh, and to turn around to show the observer that he/she is not wearing any prosthetic or similar device that could be used to interfere with the collection process. If none is observed, the individual may return clothing to its proper position for observed urination. The observer is responsible for ensuring that the specimen goes from the employee's body into the collection container. If the employee declines to allow a directly-observed collection when required under this policy, it is considered a refusal to test.

14 MONITORED URINE SPECIMEN COLLECTION

Under those circumstances when a multi-stall restroom has to be used for urine specimen collection and the facility cannot be adequately secured, the collector will conduct a monitored collection. The monitor shall be the same gender as the employee or independent contractor, unless the monitor is a medical professional. The monitor will not watch the individual void into the collection container. However, if the monitor hears sounds or observes attempts to tamper with a specimen, an additional collection under direct observation will be ordered. If the employee or independent contractor declines to permit a collection authorized to be monitored, the employee or independent contractor is considered to have refused to test.

15. SPLIT SPECIMEN TESTING

After notification by the MRO of a verified positive drug test or refusal to test because of adulteration or substitution, the employee or independent contractor has 72 hours to request (verbally or in writing) a test of the split specimen. There is no split specimen testing authorized for an invalid test result. After 72 hours have passed, the request can be considered only if the employee or independent contractor can present to the satisfaction of the MRO information that unavoidably prevented the employee or independent contractor from making a timely request.

Following the employee's or independent contractor's timely request, the MRO shall send a written request to the primary laboratory to forward the split specimen to a second DHHS-certified laboratory for testing without regard to the cut-off concentration. If the split specimen test fails to reconfirm the presence of the drug(s) or drug metabolite(s) that were present in the primary specimen, a validity test will be conducted. If the original test was reported adulterated, the second laboratory will test for the adulterant detected in the primary specimen. If it was a substituted test result, the laboratory will test for creatinine concentration and specific gravity values consistent with substitution criteria established in Part 40.

If the second laboratory fails to reconfirm the substance detected in the primary specimen or the adulterant identified, or if the split specimen is unavailable for testing, the test shall be cancelled. The MRO shall report the cancellation and the reasons for it to the DOT, STI, the employee, or the independent contractor. In the case of the split specimen being unavailable, the employee or the independent contractor shall be directed, with no advance notice, to submit another specimen under direct observation.

All costs related to split specimen testing will be paid by the employee or the independent contractor. The employee or independent contractor shall be reimbursed if the second test invalidates the original test or if the test was cancelled.

16 CONSEQUENCES

Any safety-sensitive employee or independent contractor who has a verified positive drug test result, an alcohol concentration of 0.02 or above, or refuses to submit to a drug or alcohol test (including adulteration or substitution) shall be:

- 1 Immediately taken out of safety-sensitive duty;
- 2 Referred to a SAP for evaluation, education or treatment and provided educational materials.

At STI's discretion, non-safety-sensitive employees also may be removed from duty and referred to a SAP.

~~FTA regulations allow individual employers to determine the discipline to be imposed on employees who violate the FTA regulations or company policy. It is the policy of STI to terminate safety-sensitive employees or independent contractors after a first violation. Non-safety-sensitive employees may be allowed to return to work provided they successfully complete the return-to-duty process discussed in Section 11.05. Such employees will be subject to follow-up testing at their own expense. Any subsequent drug and alcohol policy violation will result in immediate discharge.~~

17 REFERRAL, EVALUATION AND TREATMENT

If an employee or independent contractor (including an applicant) tests positive for drug(s) or alcohol or refuses to submit to a test when required, STI shall advise the employee or independent contractor of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such referral. The

Employee or independent contractor shall be given the name, address and phone number of SAPs acceptable to the company and a list of community hot line numbers. The individual will be responsible for any costs associated with the SAP evaluation and any recommendation(s).

18 CONFIDENTIALITY AND ACCESS TO FACILITIES AND RECORDS

Employees and independent contractors have a right to examine their own drug and alcohol testing records, provide information to dispute the results, and have access to any pertinent data such as EBT calibration or drug testing laboratory certification. They also have a right to obtain a copy of their own drug and/or alcohol testing results by submitting a written request to the Drug and Alcohol Program Manager identified in Section 7 of this policy.

STI will do everything possible to safeguard the confidentiality of drug and alcohol testing records and protect the privacy of the individuals tested. Individual test results or medical information will be released to third parties only with the employee's or independent contractor's specific written consent, or to those parties authorized by the DOT or FTA to receive such information without the employee's or independent contractor's consent. Specific written consent applies only to a particular piece of information released to a particular person or organization at a particular time. Blanket releases are specifically prohibited by DOT.

The employee's or independent contractors' written consent is not required in administrative or legal proceedings such as:

- A lawsuit, grievance, or administrative proceeding brought by, or on behalf of the employee or independent contractor, resulting from a positive drug or alcohol test or a refusal to test; or
- A criminal or civil action resulting from an employee's or independent contractor's performance of safety-sensitive duties where the alcohol or drug test information is deemed relevant.

Access to the company facilities and drug and alcohol program records also must be provided, without the employee's or independent contractors' consent, to DOT or FTA agency representatives; the National Transportation Safety Board as part of an accident investigation; or a Federal, state or local safety agency with regulatory authority over the Company or the employee or the independent contractor; state or grantee required to certify to FTA compliance with 49 CFR Part 655 and Part 40. Also, on June 13, 2008, DOT adopted a rule authorizing employers and TPA's to disclose to state commercial driver licensing (COL) authorities the drug and alcohol violations of employees who hold CDL's and operate commercial motor vehicles, when a State law requires it.

19 DRUG-FREE WORKPLACE ACT of 1988 (DFWA) REQUIREMENTS

Under the DFWA, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Employees are required to notify management in writing of any criminal drug statute convictions he/she receives for a violation occurring in the workplace, no later than five calendar days after such a conviction. Within 10 calendar days of receiving such notice, STI shall provide written notification of the conviction to the FTA through ASI. Within 30 calendar days of receiving notice of the conviction, the company shall take appropriate disciplinary action, or require the employee to participate and successfully complete a drug rehabilitation program

Approved By: _____
Scott Transue
Vice President/COO

**SAFETY, SECURITY
AND
EMERGENCY
PREPAREDNESS PLAN
(SSEPP)**

Southland Transit, Inc.

July 1, 2013

1. MISSION DEFINITION

1.1 Introduction – Establishing the parameters of the plan

1.1a. - AUTHORITY

The authority for implementing the SSEPP resides with the [SOUTHLAND TRANSIT] .

1.1b. - PURPOSE

This SSEPP defines our process for addressing safety, security and emergency preparedness as:

- **System Safety** – The application of operating policies and procedures to reduce vulnerability to safety-related hazards.
- **System Security** – The application of operating policies and procedures to reduce vulnerability to security threats.
- **Emergency Preparedness** – The system of policies and procedures that assure rapid, controlled, and predictable responses to a wide variety of safety and/or security incidents.

The SSEPP supports Southland Transit’s efforts to address and resolve critical incidents on our property and within our community.

Critical Incidents – Critical Incidents could include accidents, natural disasters, sabotage, civil unrest, hazardous materials spills, criminal activity, or acts of terrorism. Regardless of the cause, critical incidents require swift, decisive action to protect life and property. Critical incidents must be stabilized prior to the resumption of regular service or activities. And successful resolution of critical incidents typically requires cooperative efforts by a variety of responding agencies.

The overall purpose of the Southland Transit SSEPP is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to Southland Transit’s passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system, both during normal operations and under emergency conditions.

This SSEPP demonstrates the Southland Transit’s commitment to do the following:

- **Prepare**
 - Identify assets essential to our mission
 - Assess hazards and threats facing our agency and our community
 - Train staff how to prevent, respond to and recover from prime risks
 - Coordinate with other emergency response organizations

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- **Prevent**
 - Take steps to eliminate threats where possible
 - Institute policies and procedures that reduce the likelihood of incidents occurring
 - Take steps that reduce the impact on system assets when incidents do occur

- **Respond**

React quickly and decisively to critical incidents focusing on:

 - Life Safety
 - Property Protection
 - Stabilization of Incident

- **Recover**
 - Resume service delivery based on availability of resources
 - Repair and replace critical assets
 - Assess incident response and make changes based on lessons learned.

1.1c. - GOALS

The SSEPP provides Southland Transit with a safety, security and emergency preparedness capability that:

- Ensures that safety, security and emergency preparedness are addressed during all phases of system operation including hiring and training of personnel; procurement and maintenance of equipment; development of policies and procedures; delivery of service, and coordination with local emergency management and first responder agencies
- Creates a culture that supports employee safety and security through the appropriate use and operation of equipment and resources
- Promotes analysis tools and methodologies that identify changing threat conditions and bolster agency response capabilities
- Ensures that our agency achieves a level of security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies
- Identifies and pursues grant funding opportunities at the state and federal level to support safety, security, and emergency preparedness efforts
- ~~Makes every effort to ensure that, if confronted with a safety or security event or major emergency, our personnel will respond effectively, using good judgment and building on best practices identified in policies and procedures and exercised through drills and training~~

1.1d. - OBJECTIVES

In this new environment, every threat cannot be identified and eliminated, but Southland Transit takes steps to be more aware, to better protect passengers, employees, facilities and equipment, and stands ready to support community needs in response to a critical incident. To this end, our SSEPP has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies around the nation.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

2. Partake in and strengthen community involvement and participation in the safety and security of our system.
3. Develop and implement a Threat and Vulnerability Assessment program and, based on the results of this program, establish a course of action for improving physical safety and security measures and emergency response capabilities.
4. Expand our training program for employees, volunteers and contractors to address safety and security awareness and emergency management concerns.
5. Enhance our coordination with partner agencies regarding safety, security and emergency preparedness issues.

1.1e. - DEFINITION

In this SSEPP, the terms “transit vehicle” or “bus” are used to describe all types of transit surface conveyances including sedans, mini-vans, vans, body-on-chassis, mini-buses and the wide range of full-size coaches.

2. PREPARATION

2.1 Overview

While safety addresses the day-to-day issues of transporting passengers in the community safely and without accident, security deals with the entire transit system and the potential for threats against it. Security also includes Southland Transit as part of the larger community and the response within the community to environmental hazards, criminal or terrorist acts, or natural disaster.

The Southland Transit Threat and Vulnerability Assessment provides a framework by which to analyze the likelihood of hazards and threats damaging critical assets. Included in this assessment are:

-
- Historical analysis
 - Physical surveys
 - Expert evaluation
 - Scenario analysis

The Threat and Vulnerability Assessment offers Southland Transit the ability to identify critical assets and their vulnerabilities to threats, to develop and implement countermeasures, and to monitor and improve program effectiveness. This analysis is guided by clear investigation of three critical questions:

1. Which assets can we least afford to lose?
2. What is our responsibility to protect these assets?

3. Where do we assume total liability for risk and where do we transfer risk to others, such as local public responders, technical specialists, insurance companies, and the state and Federal government?

2.2 Hazard and Threat Assessment

2.2a. – CRITICAL ASSETS – IDENTIFYING THE IMPORTANT ELEMENTS OF OUR ORGANIZATION REQUIRING PROTECTION

Overview

In security terms, Southland Transit's assets are broadly defined as:

- **People** – Passengers, employees, visitors, contractors, vendors, community members, and others who come into contact with the system
- **Information** – Employee and customer information, computer network configurations and passwords, ridership, revenue and service statistics, operating and maintenance procedures, vehicle identification systems
- **Property** – Revenue vehicles, non-revenue vehicles, storage facilities, passenger facilities, maintenance facilities and equipment, administrative offices, computer systems and communications equipment

Assets are critical when their loss either endangers human life or impacts the Southland Transit's ability to maintain service. In reviewing assets, the transportation system has prioritized which among them has the greatest consequences for the ability of the system to sustain service. These critical assets may require higher or special protection.

Asset Analysis

In identifying and analyzing critical assets for the entire system, under the full range of operational conditions, a simple process called "asset criticality valuation" has been performed by Southland Transit. This process helped Southland Transit management to prioritize the allocation of limited resources for protecting the most vital elements of its operation. In this asset analysis Southland Transit considered the following:

- Criticality to mission
- Asset replacement cost
- Severity of impact on public health and safety
- Impact on other assets including intangibles such as public trust and employee morale

For those assets that are mission-critical, steps are taken for risk **avoidance** (i.e. stop the activity altogether), risk **retention** (e.g. accept the risk but take steps to reduce the likelihood or impact of an incident) and risk **transference** (e.g. have someone else, like an insurer, assume the risk).

2.2b. – THREAT AND VULNERABILITY ANALYSIS

A threat is any action with the potential to cause harm in the form of death, injury, destruction of property, interruption of operations, or denial of services. Southland Transit threats include accidents and incidents, hazardous materials, fires, acts of nature, or any event that could be perpetrated by criminals, disgruntled employees, or terrorists.

Threat analysis defines the level or degree of the threats by evaluating the probability and impact of the threat. The process involves gathering historical data about threatening events and evaluating which information is relevant in assessing the threats against Southland Transit. Some of the questions answered in our threat analysis include.

- How safe are vehicles and equipment?
- How secure is the transportation facility?
- What event(s) or act(s) of nature has a reasonable probability of occurring?
- Have similar-sized agencies been targets of criminal or terrorist acts in the past?
- How significant would the impacts be?

A vulnerability is anything that can make an agency more susceptible to a threat. This includes vulnerabilities in safety/security procedures and practices involving transit facilities, transit equipment and transit staff. Vulnerability analysis identifies specific weaknesses to threat that must be mitigated.

Threat and Vulnerability Identification

The primary method used by Southland Transit to identify the threats to the transit system and the vulnerabilities of the system is the collection of historical data and incident reports submitted by drivers and supervisors and information provided by federal and state agencies and local law enforcement.

Information resources include but are not limited to the following:

-
- Operator incident reports
 - Risk management reports
 - Bus maintenance reports
 - Marketing surveys
 - Passengers' letters and telephone calls
 - Management's written concerns
 - Staff meeting notes
 - Statistical reports
 - Special requests
 - Historical data
 - Information from public safety officials

Southland Transit reviews safety/security information resources and determines if additional methods should be used to identify system threats and vulnerabilities. This includes a formal

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

evaluation program to ensure that safety/security procedures are maintained and that safety/security systems are operable. Safety/security testing and inspections may be conducted to assess the vulnerability of the transit system. Testing and inspection includes the following three-phase approach:

1. Equipment preparedness
2. Employee proficiency
3. System effectiveness

Scenario Analysis

Scenario analysis is brainstorming by transportation personnel, emergency responders, and contractors to identify threats to the system and to assess vulnerability to those threats. By matching threats to critical assets, Southland Transit identifies the capabilities required to counteract vulnerabilities. This activity promotes awareness and enables staff to more effectively recognize, prevent, and mitigate the consequences of threats.

For each scenario, the Southland Transit has attempted to identify the potential impacts of probable threats using a standard risk analysis protocol in which threats are segmented by probability from low to high and severity of impact from modest to catastrophic.

Scenario-based analysis is not an exact science but rather an illustrative tool demonstrating potential consequences associated with low-probability to high-impact events. To determine the actual need for additional countermeasures, and to provide the rationale for allocating resources to these countermeasures, the Southland Transit uses the scenario approach to pinpoint the vulnerable elements of the critical assets and make evaluations concerning the adequacy of current levels of protection.

At the conclusion of the scenario-based analysis, the Southland Transit assembled a list of prioritized vulnerabilities for its top critical assets. These vulnerabilities are divided into the following categories:

- lack of planning;
- lack of coordination with local emergency responders;
- ~~lack of training and exercising; and~~
- lack of physical security

Based on the results of the scenario analysis, the Southland Transit identified countermeasures to reduce vulnerabilities.

2.2c. - IDENTIFIED POTENTIAL TRANSIT SYSTEM THREATS

Southland Transit is committed to focusing on organizational emergency planning activities and preparing its transit staff to react to any potential threatening event. Southland Transit understands that threat reaction planning and preparation is a dynamic and ongoing process which requires constant attention and organizational energy. It is essential to identify each

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

potential threat that a transit system could face, evaluate those threats in terms of their potential impact on transit system assets and to analyze transit system vulnerability to those threats. The Southland Transit has done such a Threat and Vulnerability Assessment for the following potential threats:

ACCIDENTS AND INCIDENTS

- **Transit vehicle accidents**
Can be defined as collisions with other vehicles, objects or persons with the potential for damage to people and/or property and the possibility of lawsuits and/or criminal charges.
- **Transit passenger incidents**
Involve passenger falls, injuries relating to lift and securement operation, injuries before boarding or after alighting and passenger illnesses
- **Employee accidents and incidents**
Include injuries within the office, on official travel, while maintaining the equipment, and on-premises, but not while operating a vehicle for public transport. Such accidents/incidents create the possibility for loss of workforce, lawsuits and worker's compensation claims.

ACTS OF NATURE

- **Floods**
Are caused by heavy rain, storm surge, rapid snowmelt, ice jams, dam breaks or levee failures and can result in loss of life damage to facilities, danger to vehicles on roadways and loss of power and communications. Such events could require use of transit system assets for evacuation purposes.

- **Winter weather**
Snow and ice storms can cause power failures, make roads dangerous or impassable, cause sidewalk hazards, and affect the ability to deliver transit service.
- **Tornado/hurricane**
High winds have the potential to cause flying debris, down trees and/or power lines, make roadways impassable or dangerous, damage facilities or vehicles and threaten the safety of passengers and employees. Such events could require use of transit system assets for evacuation purposes.
- **Thunderstorms**
May trigger flash flooding, be accompanied by strong winds, hail or lightening, can possibly cause power or communication system outages, damage facilities and equipment and make roads dangerous or impassable.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- **Wildfire**
Whether natural or human-caused, are particularly dangerous in drought conditions, can reduce visibility, impair air quality, and have the potential to damage facilities, equipment and make roadways impassable. Such an event could require use of transit system assets for evacuation purposes.
- **Earthquake**
Has the potential to cause extensive damage to buildings, water systems power systems, communications systems roads, bridges and other transportation infrastructure. Such events often overwhelm first responder resources. In coastal areas, tsunamis, or tidal waves, are a hazard following major earthquakes and underwater tectonic activity. A transit system's assets could be used for evacuation purposes after damage assessment.
- **Landslide/Avalanche**
Has the potential to close roadways, damage vehicles and facilities and injure employees and passengers.
- **Dust storm**
Usually arrives suddenly in the form of an advancing wall of dust and debris which may be miles long and several thousand feet high, and usually last only a few minutes. Blinding, choking dust can quickly reduce visibility, causing accidents. While dust storms may last only a few minutes, they tend to strike with little warning.

CRITICAL INFRASTRUCTURE

- **Power outages**
Whether short or long in duration, can impact overall ability to operate transit services and limit functional nature of transit equipment and facilities.
- **Computer crashes/cyber attacks**
Cause loss of critical data and negatively impact the ability to schedule and dispatch services.
- **Communication system failure**
Can have serious effects on the ability to deliver service and keep employees out of harms way.
- **Supply chain interruption**
Transit service is dependent upon a continuous supply of fuel, lubricants, tires, spare parts, tools, etc. Interruption of material supplies due to weather conditions, roadway closures, acts of terrorism, acts of war, or loss of supplier facilities can limit your ability to maintain service
- **Vehicle fires**

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Cause transit employee and passenger injuries and death and damage or loss of transit equipment and have the potential for lawsuits.

- **Facility loss**

Loss of administrative, maintenance, or operations facilities— whether caused by structural collapse, presence of toxic materials, violation of municipal codes, or significant events on neighboring properties – can hamper the ability to sustain service

- **Structural Fire**

Whether natural or human-caused, can threaten employees and customers and damage facilities and equipment. Such an event could require use of transit vehicles for temporary shelter, or for evacuation purposes,

- **Staff shortage**

Caused by labor disputes, poor human resource management, or regional employee shortages. Can have immediate impacts on ability to deliver service, and longer-term impacts on facility and equipment resources.

- **Employee malfeasance**

Illegal and illicit behavior by agency employees, particularly when in uniform or on duty, can seriously damage intangible assets such as organizational image and employee morale.

HAZARDOUS MATERIALS.

- **Bloodborne pathogens**

Exposure can put drivers, passengers, maintenance employees and bus cleaners at risk of contracting disease.

- **Toxic material spills**

Toxic materials fall into four basic categories: blister agents such as solvents; cardio-pulmonary agents such as chlorine gas; biological agents such as anthrax; and nerve agents such as Sarin. ~~While some of these materials may be agents of terrorist acts,~~ accidental release is also possible. Additionally, low-level exposure to maintenance related chemicals and vehicle fluids can pose a risk to employee and environmental health.

- **Radiological emergencies**

Could include accidental release of radioactivity from power plants or from materials being transported through the service area by truck or train. Have the potential to cause danger to human life or the need for use of transit system assets for evacuation purposes.

- **Fuel related events**

Include accidental release of natural gas and petroleum, rupture of pipelines, and fire and explosion involving alternative fuel use. Dangers include risk of human life, damage to

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

facilities and vehicles, and events that may require use of transit system assets for evacuation purposes.

CRIMINAL ACTIVITY

- **Trespassing**
Penetration of organizational security system can increase vulnerability to criminal mischief, theft, workplace violence, and terrorist attack
- **Vandalism/Criminal mischief**
Includes graffiti, slashing, loitering, or other such events that damage buses, bus stops, shelters, transit facilities and/or organizational image.
- **Theft and burglary**
Includes loss of assets due to break-in to facilities and into vehicles as well as employee theft, and can threaten information assets, property assets, and organizational image.
- **Workplace violence**
Includes assaults by employees on employees, passengers on passengers, and passengers on employees including menacing, battery, sexual assault, and murder.
- **Commandeered vehicle**
The taking of a transit vehicle to perpetrate a crime and the taking of hostages as a negotiating tool. Puts the lives of transit employees and passengers at risk.

TERRORISM

- **Dangerous mail**
Chemical, biological, radiological and explosive devices delivered through the mail put the lives of transit employees and occupants of transit facilities at risk, and have the potential for damage of facilities and equipment.
-
- **Suicide bombers**
Internationally, transit systems have been common terrorist targets. American transit systems are not immune. The major inherent vulnerabilities of transit are that transit systems by design are open and accessible, have predictable routines/schedules, and may have access to secure facilities and a wide variety of sites, all of which make transit an attractive target.
 - **Improvised Explosive Devices (IED)**
Activities could involve the use of conventional weapons and improvised explosive devices or bombs on transit vehicles, within transit facilities or within the environment of the transit service area, putting the lives of transit employees, passengers and

community members at risk. Such events could require the use of transit vehicles in evacuation activities.

- **Weapons of mass destruction**

Use of chemical, biological or radiological weapons could cause massive loss of life involving everyone in the community and lead to the destruction of transit vehicles and facilities, as well as require the use of transit vehicles for evacuation purposes.

2.3 Communicating about Risk: Transit Threat Alert System

The Federal Transit Administration has developed a transit *Threat Condition Model* that parallels that of the Department of Homeland Security. The FTA model progresses from green through red to indicate threat levels from low to severe. It also includes purple designating disaster recovery. This model, along with its recommended protective measures, has been adapted for use by Southland Transit.

2.4 Emergency Planning

2.4a. – INTERNAL CONTACT INFORMATION

Southland Transit maintains accurate and up-to-date internal contact information on key staff and board members required to respond to safety and security emergencies.

2.4b. – EXTERNAL CONTACT INFORMATION

Southland Transit maintains accurate and up-to-date external contact information on key community emergency management personnel and first responders to be notified in the case of safety and security emergencies.

2.4c – EMERGENCY RESPONSE TEAM ROSTER

[SOUTHLAND TRANSIT] maintains an accurate and up-to-date roster that includes contact information of the transit incident management team in advance of any incident. This team is based on the Incident Command System (ICS) discussed in Chapter 4 and includes representation from each area of the organization.

2.4d – PHONE TREES

[SOUTHLAND TRANSIT] maintains an accurate and up-to-date call tree with staff names and phone numbers. The call tree enables everyone in the organization to be contacted quickly, with each staff member having to make no more than a couple of calls. Details on *use* of the call list are included in Chapter 4 – Response. Quarterly exercises using the phone tree should be run so that all members of the team are familiar with its use and application.

2.4c. – DELEGATION OF AUTHORITY

[SOUTHLAND TRANSIT] has a plan to ensure continuity of management throughout any emergency incident. The succession plan provides for automatic delegation of authority in cases where:

- The Emergency Response Coordinator (ERC) or other agency incident response personnel are no longer able to perform incident-related duties due to injury, illness or exhaustion/rest and recuperation.
- A member of the incident response team is temporarily unable to perform incident-related duties due to loss of radio or phone service.
- Regular members of the agency incident response team are unavailable due to travel (e.g., vacation, professional development, etc.)

The succession plan designates the next most senior leader required to manage temporary duties normally assigned to higher-level personnel.

2.5 Coordinating with Stakeholders

[SOUTHLAND TRANSIT] is committed to proactively coordinate with local emergency management, law enforcement and other first responders in preparing for an integrated response to emergencies and security related events. Toward this end [SOUTHLAND TRANSIT] meets on a regular basis with local emergency management staff, local law enforcement and other first responders, and reviews local and transit agency emergency plans to ensure that transit is integrated into these plans and is prepared to play its defined role in any emergency.

2.5a. – COORDINATION WITH EMERGENCY MANAGEMENT

Effective emergency response does not happen by accident. It is the result of planning, training, exercising, and intra/interagency cooperation, coordination and communication. Integration into the local community's emergency planning process is central to the success of the [SOUTHLAND TRANSIT] SSEPP and to the preparedness of the system. [SOUTHLAND TRANSIT] coordinates with local community emergency management to fulfill all SSEPP functions including threat mitigation, consequence management planning, exercising and training, and post-incident analysis.

In this SSEPP, [SOUTHLAND TRANSIT] has defined its internal processes for identifying safety and security events, mitigating consequences and managing or assisting in incident response.

2.5b. – COORDINATION WITH FIRST RESPONDERS

Law Enforcement

[SOUTHLAND TRANSIT] management regularly works with the local and state law enforcement to improve security and emergency/incident preparedness and response capabilities. These activities include:

- Maintaining regular communications with law enforcement
- Meeting at least once a year to ensure transit issues are understood by law enforcement
- Developing an emergency contact list for dispatchers
- Communicating regularly on optimal incident reporting methods that will offer law enforcement all the information they need
- Participating in cooperative emergency preparedness training programs
- Establishing appropriate methods of communication for continuous coordination during an emergency
- Establishing procedures for supplying the unique types of emergency service that may be required in particular emergency situations

Fire

[SOUTHLAND TRANSIT] works with the local fire departments on a regular basis to support improved security and emergency/incident preparedness and response. This includes the following activities:

- Maintaining regular communications with fire services
 - Establishing the level of service (e.g., equipment and personnel) to be delivered in response to various types of emergencies
 - Specifying in advance the level of notification, command and control, and degree of responsibility that will apply on site
 - Establishing appropriate methods of communication, and developing procedures for continuous coordination and transfer of command
-
- Providing training for fire department personnel to familiarize them with transit vehicles and equipment, including wheel chair lifts and access/egress procedures
 - Conducting periodic drills in cooperation with the fire department
 - Scheduling a meeting at least annually to ensure transit issues (e.g., evacuation of transit vehicles, considerations for persons with disabilities) are understood by fire officials
 - Identifying any special tools and equipment the firefighters might need to address transit emergencies (particularly items that they would not normally possess) by inviting firefighters to visit the agency annually, and walking them through transit vehicles and facilities
 - Reviewing current fire-related plans and policies
 - Ensuring fire annunciation and evacuation procedures are part of the standard procedures and training for operators

Emergency Medical Services

[SOUTHLAND TRANSIT] works with the local emergency medical services including hospitals on a regular basis to support improved medical response. Preparations include the following activities:

- Maintaining regular communications with EMS
- Scheduling a meeting on transit property or at the offices of EMS at least annually to ensure transit issues are understood by the organization
- Establishing appropriate EMS unit jurisdictions
- Establishing the level of service (equipment, personnel, etc.) to be delivered in response to various types and degrees of emergencies
- Establishing appropriate methods of communication for continuous coordination during a response
- Familiarizing EMS personnel with transit vehicles and facilities
- Conducting periodic drills in conjunction with EMS personnel

Training of First Responders on Transit Equipment

[SOUTHLAND TRANSIT] holds annual training with local first responders to improve familiarity with transit fleet, facilities and operations. Key areas covered include:

- Vehicle and facility entry - windows, doors and hatches
- Hazardous materials
- Facility escape routes and safety zones
- Equipment shutdown
- Emergency dump valves
- Battery cut-off switches
- Appropriate zones to breach transit vehicles in event of an incident
- Communications compatibility

2.6 Exercises and Drills

In crisis management as in sports, the transit agency plays the way it practices. That is why [SOUTHLAND TRANSIT] is committed to testing their emergency preparedness plans through disaster drills and exercises.

[SOUTHLAND TRANSIT] is committed to participating in community emergency response exercises. This commitment requires the transportation system and community public response agencies to plan and conduct increasingly challenging exercises over a period of time. Implementation of such a program allows the collective community to achieve and maintain competency in executing the transportation component of local emergency response plans.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

There are five major types of exercises that comprise this program, each with a different purpose and requirement. Each step is progressively more sophisticated in nature and will be undertaken in a step-by-step and long-term implementation plan that is integrated into overall community response.

1. Basic awareness training to familiarize participants with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities
2. Operational training to familiarize front-line staff with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities.
3. Tabletop exercises that simulate emergency situations in an informal, low stress environment. It is designed to elicit discussion as participants examine and resolve problems based on existing crisis management plans and practical working experience.
4. Drills that test, develop or maintain skills in a single response procedure (e.g., communications, notification, lockdown, evacuation procedures, etc.). Drills can be handled within the organization, or coordinated with partner agencies, depending upon the drill objective(s). Drills help prepare players for more complex exercises in which several functions are simultaneously coordinated and tested.
5. Functional exercises are full-scale simulated incidents that tests one or more functions in a time-pressured realistic situation that focuses on policies, procedures, roles and responsibilities. It includes the mobilization of emergency personnel and the resources appropriate to the scale of the mock incident. Functional exercises measure the operational capability of emergency response management systems in an interactive manner resembling a real emergency as closely as possible.

3. PREVENTION

3.1 Overview

[SOUTHLAND TRANSIT] follows the guidelines provided by the Federal Transit Administration's (FTA) description of Core Elements addressing *Model Bus Safety Programs* in our internal focus on safety and the FTA's *Public Transportation System Security and Emergency Preparedness Planning Guide* in our internal focus on security.

3.2 Risk Reduction

The [SOUTHLAND TRANSIT] reviews current methods of threat and vulnerability resolution and establish procedures to 1) eliminate; 2) mitigate; 3) transfer, and/or 4) accept specific risks. Prioritization of safety/security remediation measures are based on risk analysis and a course of action acceptable by [SOUTHLAND TRANSIT] management.

Risk reduction/elimination implies changes to equipment, facilities, training or operational implementation in order to no longer be exposed to the hazard (e.g. moving maintenance facility out of the floodplain). *Risk control/mitigation* implies changes in policies or procedures that reduce the likelihood of an event, or reduce its impact on critical assets (e.g. defensive driver training). *Risk transference* implies that the risk exposure is borne by someone else (e.g. hazard and liability insurance).

3.2a. - STRATEGIES TO MINIMIZE RISK

Protocol that [SOUTHLAND TRANSIT] employs to reduce vulnerability to unknown hazards and threats includes:

- Involving staff in the identification of hazards and threats
- Involving staff in creating strategies that prevent or mitigate unwanted incidents

- Providing training that raises staff awareness, across all departments, about agency-specific hazards and threats
- Using tabletop exercises to establish, assess and improve emergency response protocols
- Conducting Drills that raise staff proficiency in reacting to unwanted incidents, including proper use of emergency equipment and communication technologies
- Participating in exercises that improve coordination across departments and between responding agencies for any sort of critical incident

3.2b. - EMERGENCY OPERATIONS POLICIES

Checking Weather and Other Hazardous Conditions

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

[SOUTHLAND TRANSIT] has in place Operations Policies that address responding to emergencies. Particular attention is given to the following issues:

At [SOUTHLAND TRANSIT], management is responsible for checking weather and other reports to ensure it is safe to send vehicles on the road. This designated individual checks this information before each shift and at appropriate intervals, especially if severe weather is expected. Drivers performing their routes continuously assess road conditions, evaluating weather, construction, accidents, and other situations to ensure it is safe to proceed. Every effort is made to avoid sending drivers on routes if it is unsafe to do so. However, if a condition arises requiring a driver to abort a route, the dispatcher will contact the driver (or the driver will alert the dispatcher), and the dispatcher will provide instructions on how to proceed.

[SOUTHLAND TRANSIT] uses National Weather Service warnings, forecasts, advisories available at www.weather.gov, and weather radios monitored at dispatch site to track real-time information on the following conditions:

- Hazardous weather outlooks
- Special weather statements
- Winter storm watches
- Winter storm warnings
- Snow and blowing snow advisories
- Winter weather advisories
- Heavy freezing spray warnings
- Dense fog warnings
- Fire weather forecasts
- High wind warnings
- High wind watches
- Wind advisories
- Gale warnings
- Tornado watches and warnings
- Hurricanes
- Flood warnings
- Flood statements
- Coastal flood statements

[SOUTHLAND TRANSIT] also maintains a dispatcher log, a narrative description of what occurs during each shift. This enables the incoming dispatcher to read the previous shift log and know what needs to be tracked, problem areas of concern, or what is going right and wrong.

Aborting or Changing Route Due to a Hazard

To the extent possible, [SOUTHLAND TRANSIT] avoids sending vehicles out in conditions ~~that might pose a hazard. It is the responsibility of the management to check weather and other~~ relevant conditions at the beginning of a shift, and on an ongoing basis, to safeguard the well being of passengers, employees, and others. If a hazard is encountered that causes it to be unsafe to continue on a route, agency policy is as follows:

- If the hazard is noted by the driver, he/she must call the dispatcher, describe the situation, and await further instruction.
- If the hazard is noted by staff other than the driver (e.g., the dispatcher becomes aware that a tornado is approaching), the dispatcher will contact the driver and provide direction.

Direction may be as follows:

- To abort the route, and drive the passengers to the nearest emergency drop point (see policy on emergency drop points)

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- To abort the route and return to the agency (particularly if there are no passengers on the vehicle)
- To drop off some or all passengers at the next stops and to then abort the route, following the instructions of the dispatcher (returning to the agency or using an emergency drop point)

With most hazards or emergencies, it is the primary policy of [SOUTHLAND TRANSIT] that the driver, first, communicates with the dispatcher, describes the situation, and awaits instruction. The exception to this is in the case of an immediate life threatening situation when the driver acts first, then communicates. Policies are in place for a range of situations.

3.2c. – TRANSIT FACILITY SAFETY AND SECURITY REVIEW

[SOUTHLAND TRANSIT] assesses on an ongoing basis the system's physical and procedural security systems and exposures. Findings from past and current threat and vulnerability assessments are of particular significance.

The conditions affecting facility security change constantly. Employees come and go, a facility's contents and layout may change, various threats wax and wane, and operations may vary. Even such mundane changes as significant growth of bushes or trees around a facility's exterior may affect security by shielding the view of potential intruders. [SOUTHLAND TRANSIT] reviews our security measures periodically, as well as whenever facilities or other conditions change significantly. [SOUTHLAND TRANSIT] also does the following:

- updates risk assessments and site surveys;
- reviews the level of employee and contractor compliance with security procedures;
- considers whether those procedures need modification; and
- establishes ongoing testing and maintenance of security systems including access control, intrusion detection and video surveillance.

Special attention is given by [SOUTHLAND TRANSIT] to:

-
- ~~developing and refining security plans~~
 - encouraging personnel to maintain heightened awareness of suspicious activity
 - providing special attention to perimeter security and access control
 - maintaining a proactive effort of facility visitor access and control
 - verifying the identify of service and delivery personnel
 - heightening security measures involving buses and other vehicles
 - securing access to utilities, boiler rooms and other facility maintenance operations
 - examining and enhancing physical security measures related to outside access to HVAC (heating, ventilation and air conditioning) systems and utility controls (electrical, gas, water, phone)
 - securing chemical and cleaning product storage areas and maintaining appropriate records of such items
 - conducting status checks of emergency communication mechanisms

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- implementing information security programs including web site access to sensitive information
- identifying high risk facilities, organizations and potential targets in the community surrounding the transit facility
- using ID badges for all employees for security purposes
- considering using cameras to monitor facilities and/or transit vehicles
- ensuring adequate lighting for the facility grounds
- considering placing fencing or similar barrier around perimeter of facility and storage areas
- developing, reviewing, refining and testing crisis preparedness procedures

Bus Stop Locations

When a decision is made to establish a bus stop, [SOUTHLAND TRANSIT] assesses bus stop locations to ensure that stops are located in the most secure areas possible. Guidelines for this assessment are:

- Highly visible
- Well lighted
- Located in populated areas when possible
- Located away from unsafe areas
- Co-located with other activity centers if possible

3.2d. - OSHA REQUIREMENTS

[SOUTHLAND TRANSIT] periodically inspects its facilities and staff working conditions in order to ensure that the agency is compliant with all applicable OSHA requirements.

3.2e. – ALTERNATE BUSINESS LOCATIONS

[SOUTHLAND TRANSIT] has established plans for alternate facilities, equipment, personnel, and other resources necessary to maintaining service during crisis, or to resume service as quickly as possible following disaster.

~~Emergency Drop Points~~

Emergency drop points are pre-designated safe locations that are used by drivers to drop off passengers whenever instructed to do so by the dispatcher or the designated backup. In the event of an emergency, the dispatcher ensures that the driver has been contacted and given instructions as to where to drop off passengers, and the estimated time to drop off.

Decisions on selection of drop points are based on the following:

- All points must be manned
- Geographic distribution
- Physical safety of drop points
- Prioritization of passenger needs based on critical factors (i.e., medical needs of persons in the area, environmental conditions, etc.)

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Availability of on-site personnel to address passenger needs

Pre-existing agreements are in place for all drop points and the list of drop points is maintained by [SOUTHLAND TRANSIT] and reviewed on a quarterly basis.

3.2f. – COMPUTER SECURITY

Computer backups of key financial, personnel, dispatching, and other information are performed regularly. These backups are stored in a fireproof and secured location. Computer backups and duplicate hard copies of important documents are kept off-site in a secured location with a rotation schedule that is updated daily so that at no time are all copies on property at the same time.

3.2g. – VEHICLE INSPECTION

Driver's Vehicle Checklist

[SOUTHLAND TRANSIT] drivers complete a vehicle pre-trip inspection checklist when putting a vehicle into service. This pre-trips inspection includes:

- Inspection of the vehicle's required safety equipment
- Inspection of the interior of the vehicle to detect unauthorized objects or tampering
- Inspection of the interior lights to make sure they are operational and have not been tampered with
- Inspection under the vehicle to detect items taped or attached to the frame
- Inspection of the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Following established policy governing suspicious packages, devices, or substances to determine if an unattended item or an unknown substance found during inspection is potentially dangerous
- ~~Immediately notifying a supervisor in the case of a potentially suspicious package(s) or evidence of tampering. Do not start or move the vehicle or use electronic means of communication.~~

Periodically throughout the driver's shift, the above inspections are conducted.

Mechanic's Vehicle Checklist

[SOUTHLAND TRANSIT] mechanics or contracted mechanics make the following security checks before releasing a vehicle for revenue service:

- Ensures that required safety equipment is on vehicle
- Inspects the interior of the vehicle for unknown objects or tampering

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Inspects the interior lights to make sure they are operational and have not been tampered with
- Inspects under the vehicle for items taped or attached to the frame
- Inspects the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Inspects the gas cap for signs of tampering or unusual items
- Inspects the engine compartment and other areas to detect foreign objects or false compartments in the air filter area or the cold oil filter. Also look for additional wires running to or from the battery compartment, and take note of unusually clean components and devices
- Inspects the fuel and air tanks to detect inconsistent and missing connections

Note: If the mechanic finds an unattended item or an unknown substance while conducting the inspection, the policy on suspicious packages, devices, or substances to determine whether the package is potentially dangerous is followed, and a supervisor is immediately notified.

3.2h. - VEHICLE MAINTENANCE

[SOUTHLAND TRANSIT] provides proper maintenance of vehicles and equipment critical to the continued safe operation of the transit system. Unsafe vehicles present unnecessary hazards to the driver, passengers and other vehicles on the road. Basic vehicle maintenance practices regularly address safety-related vehicle equipment to ensure that no unsafe vehicles are dispatched for service. Safety-related vehicle equipment includes:

- Service brakes and parking brake
- Tires, wheels, and rims
- Steering mechanism
- Vehicle suspension
- Mirrors and other rear vision devices (e.g., video monitors)
- Lighting and reflectors or reflective markings
- Wheelchair lifts

Most safety-related equipment is inspected during a pre-trip inspection to ensure that the vehicle is fit for service. [SOUTHLAND TRANSIT] has an established formal plan to address the maintenance requirements of our vehicles and equipment. The vehicle maintenance program addresses the following categories:

- **Daily servicing needs** – This relates to fueling, checking and maintaining proper fluid levels (oil, water, etc), vehicle cleanliness, pre- and post-trip inspections and maintenance of operational records and procedures.
- **Periodic inspection** – These activities are scheduled to provide maintenance personnel an opportunity to detect and repair damage or wear conditions before major repairs are

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

necessary. Inspection items include suspension elements, leaks, belts, electrical connections, tire wear, and any noticeable problems.

- **Interval related maintenance** – This focus is to identify wear, alignment, or deterioration problems of parts or fluids. Replacement intervals of these items are determined through transit agency experience and manufacturer recommendations.
- **Failure maintenance** - Regardless of the preventative maintenance activities, in-service failures will occur. When a failure is encountered that makes the vehicle unsafe or unable to continue operation, the vehicle is usually removed from service and returned to the garage for repair.

When possible, [SOUTHLAND TRANSIT] vehicles are stored in a secured and well- lighted location.

3.2.i. – VEHICLE READINESS

It is the policy of [SOUTHLAND TRANSIT] to maintain fully stocked first aid kits, biohazard cleanup packs, fire suppression equipment, vehicle emergency equipment, and emergency instructions in all vehicles. Battery operated equipment batteries will be replaced semi-annually. The assigned driver inspects the vehicle daily for the following emergency supplies and documents the results on the pre-trip inspection sheet. In addition, when a mechanic places a vehicle back in service, he/she ensures the required safety equipment is on the vehicle. The required safety equipment includes:

- | | |
|-------------------|----------------------|
| First Aid Kit | Bio-hazard Kit |
| Fire Extinguisher | Reflective Triangles |
| Seat Belt Cutter | Flashlight |

3.2.j. – OPERATOR SELECTION

Operator selection is critical to [SOUTHLAND TRANSIT] safe transit operations. The driver of a ~~[SOUTHLAND TRANSIT] transit bus is directly responsible for the safety of his or her~~ passengers and other drivers that share the road with the transit vehicle. The driver selection criterion addresses specific, safety-related items.

- **Licensing** – The driver is properly licensed and the license is appropriate for the type of vehicle the driver is assigned. Licensing also considers local jurisdiction requirements.
- **Driving record** – The driver has an acceptable past driving record over a reasonable period of time. The driving record demonstrates an ability to follow traffic rules and regulations and thus avoid accidents.
- **Physical requirements** - The driver is physically able to perform the functions associated with the assignment. These factors include good eyesight with true color

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

perception, good hearing, physical strength and dexterity to assist disabled passengers (especially in demand responsive/para-transit assignments), or other factors that may be unique to the service area and/or specific driving assignments.

- **Background checks** - [SOUTHLAND TRANSIT] does background checks on all employees to protect against hiring personnel with a history of aberrant behavior.

3.2k. - DRUG AND ALCOHOL POLICIES

A critical element of [SOUTHLAND TRANSIT]'s commitment to safe operations is ensuring that our employees are not impaired due to the use of alcohol, illegal drugs, prescription drugs or over-the-counter medication.

[SOUTHLAND TRANSIT] follows the requirements set forth under 49CFR Part 655 and 49CFR Part 40 Amended as mandated by the FTA. The bottom line is protection of the riding public and transit employees, and all efforts are geared toward this end. The [SOUTHLAND TRANSIT] drug and alcohol program includes specific policies, procedures and responsibilities, or references the appropriate master document containing that information.

3.3 Training and Development

3.3a. – VEHICLE OPERATOR/DRIVER TRAINING

Driver Training

Once qualified candidates are identified and hired, [SOUTHLAND TRANSIT] provides initial and ongoing refresher training critical to ensure proper operations and adherence to the transit providers' rules and regulations. [SOUTHLAND TRANSIT] understands that proper qualification of operating and maintenance personnel is a vital part of a safe transit environment. Driver training addresses specific safety-related issues appropriate to the type of vehicle and driving assignment. Special consideration is also given to crisis management concerns such as fire and evacuation.

-
- **Traffic Regulations** – Training addresses state and local traffic rules and regulations, traffic signs and signals, and proper vehicle operations (including proper use of hand signals).
 - **Defensive Driving and Accident Prevention** – Training stresses defensive driving principles, collision prevention, and concepts of preventable accidents as a measure of defensive driving success.

[SOUTHLAND TRANSIT] drivers are taught to always drive defensively. This means driving to avoid and prevent accidents. It means driving with the vehicle under control at all times, within the applicable speed limits, or less if driving conditions so indicate, and anticipating possible unsafe actions of other drivers. Special attention is given in the [SOUTHLAND

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

TRANSIT] safety program to hazardous conditions. These hazardous conditions include but are not limited to:

Winter driving	Fog
Rainstorms/thunderstorms	Flash flooding
Tornadoes	Skids
Intersections	Following distance
Backing	Passing
Lane changes and turns	Pedestrians, bicycles and motorcycles
Railroad crossings	Rollovers
Expressways	Traffic congestion

- **Vehicle Orientation and Inspection** – Training focuses on the type of vehicle that will be used in service. Significant differences can exist among different bus models and among different manufacturers, and equipment may have characteristics that are unique to the service environment.
- **Behind-the-wheel Training** – Training includes all core driving maneuvers for the type of vehicle in service, including the difficulties in backing maneuvers that can lead to accidents, stopping distance requirements, and equipment-specific functions such as door opening and closing procedures for passenger boarding and alighting.
- **Passenger Sensitivity and Assistance Training** – Training covers topics ranging from general customer service techniques to elderly and disabled sensitivity to technical skills in lift and securement. The following subjects are included in the training:
 - Understanding passenger needs
 - Understanding disabilities
 - Americans with Disabilities Act (ADA)
 - Communicating with passengers
 - Sensitivity to passenger needs
 - Mobility devices
 - Lifting and body mechanics
 - ~~Providing assistance to passengers~~
 - Wheelchair management/wheelchair management
 - Lift and ramp operations
 - Emergency procedures

Radio Usage

To ensure the safety of our drivers and passengers and to enhance the performance of our operations, all [SOUTHLAND TRANSIT] employees are familiar with two-way radio operations. Basic procedures are as follows:

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Staff using the two-way radio will follow the standard use practices of the FCC. Profanity, abusive language, or other inappropriate transmissions are not allowed, and could result in disciplinary action.
- All transmissions will be as brief as possible.
- All base stations and vehicle units shall be tuned to the appropriate assigned frequency at all times.
- Staff will initiate communications by first stating who they are calling, and then who is making the call. At the completion of the transmission both parties will indicate that the transmission is completed by stating their call sign and “clear”.
- Except in the event of an emergency, all staff will listen for five seconds before transmitting to ensure there are no transmissions in progress. Other units’ transmissions will not be interrupted unless it is an emergency.
- When an emergency is declared, all non-emergency transmissions will cease until a supervisor clears the emergency.
- In the event of an emergency, establish communications on the primary frequency and immediately shift to the secondary frequency. State the nature of the emergency and what assistance is required. To ensure appropriate help arrives promptly, staff will transmit the following items as soon as possible:
 - Who they are and their location, in detail,
 - What assistance they need,
 - How many passengers they have and the nature of their condition(s),
 - Staff not involved with the emergency will stay off the radio; communications will be between Dispatch and the unit requesting assistance.
 - After initial contact, emergency communications may also take place between a supervisor and the unit, or between Dispatch and a supervisor.

Crisis Management Training – Training covers emergencies the driver may face while out on the bus. Topics of this training range from breakdowns to accidents to fire/evacuation to handling violent perpetrators. The following subjects are included in the training:

- Accidents
- Ill and injured passengers
- ~~Lift operations~~
- Fire safety
- Vehicle evacuation
- Bloodborne pathogens (bodily fluid spill containment and clean up)
- Handling conflict
- Basic crisis management steps
- Transit security
- Securing the vehicle

First Aid

[SOUTHLAND TRANSIT] provides basic First Aid training to drivers, including triage procedures, focusing on:

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Clearing air passages
- Controlling bleeding
- Bloodborne pathogen protection
- Handling shock victims
- Reacting to seizures

3.3b. – TRAINING OF OTHER PERSONNEL

At a minimum, [SOUTHLAND TRANSIT] includes the as part of the training curriculum for agency personnel not directly involved in revenue service:

Maintenance

- Mechanic Skill Development
- Defensive Driving
- CPR/First Aid/Triage
- Incident response protocols

Scheduling and Dispatching

- Scheduling and Dispatching Skill development
- Customer Relations
- Radio Usage
- Crisis Management
- Incident response protocols

Management and Supervision

- Leadership Skills
- Coaching, Counseling and Discipline
- Crisis Management
- Accident Investigation
- Crime scene Preservation and evidence collection requirements

3.3c. – TRAINING DOCUMENTATION

The [SOUTHLAND TRANSIT] maintains complete and accurate records of all driver training and certification, as well as the training materials and grading mechanism. Drivers are required to demonstrate skill and performance competency in the type of vehicle to which they are assigned as a part of training requirements. Because training transit operations personnel is not a onetime activity [SOUTHLAND TRANSIT] provides ongoing/recurring training necessary to reinforce policies and procedures as well as to provide a mechanism to brief drivers on new policies, procedures and/or regulations.

3.4 Security Awareness

3.4a. – TRANSIT WATCH

The [SOUTHLAND TRANSIT] supports Transit Watch and prepares all its employees to help promote safety and security within the community, region and nation.

Transit Watch was developed by the Federal Transit Administration (FTA) and encourages transit employees, transit riders and community members to be aware of their surroundings and alert to activities, packages or situations that seem suspicious. If something out of the ordinary and potentially dangerous is observed, it is to be reported immediately to the proper transit supervisor who may investigate and/or notify law enforcement authorities.

3.4b. – SUSPICIOUS ITEMS, VEHICLES, PEOPLE AND ACTIVITIES

[SOUTHLAND TRANSIT] understands that it has a role to play in being a part of the eyes, ears and liability of the community and a part of the community's first line of defense. Therefore, it is vigilant and is committed to train and encourage all employees to be on the look out for any suspicious people, activities, vehicles, packages or substances. Because [SOUTHLAND TRANSIT] employees know their operating environment, know what is usual and unusual, they are taught to trust their gut reactions and report anything unusual, out of place or suspicious to dispatch/management who will then immediately pass this information on to the appropriate authorities.

All [SOUTHLAND TRANSIT] employees are "On the Look Out" for and report to the transit agency the following:

Suspicious Items

Public transportation systems deal with items left unattended in stations and on vehicles all the time. These unattended packages impose a tremendous burden on security. Although unattended packages are rarely linked to explosive devices, they all represent a potential threat and need to be examined systematically. If an unattended package is not deemed suspicious, it will be treated as lost property and handled according to agency protocol.

[SOUTHLAND TRANSIT] trains employees to identify items, packages and devices as suspicious if they meet any of the following criteria:

- Common objects in unusual locations
- Uncommon objects in common locations
- A threatening message is attached
- Unusual wires or batteries are visible
- Stains, leaks or powdery residue are evident
- Sealed with excessive amounts of tape or string
- Lopsided or lumpy in appearance
- Tanks, bottles or bags are visible
- A clock or timer is attached
- A strange odor, cloud, mist, vapor or sound emanates from it

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Addressed with cut and paste lettering and/or common words misspelled
- Have excessive postage attached
- Abandoned by someone who quickly leaves the scene
- No one in the immediate area claims it as theirs
- An active attempt has been made to hide it (i.e. Placed in an out-of-the-way locations)

Once an item, package or device is determined to be suspicious

- the item is not touched or moved
- the area or vehicle is immediately evacuated uphill and upwind
- Radio and cell phones should not be used within 300 feet of the suspicious package
- system management is notified, and
- appropriate action is taken (i.e., notifying of bomb analysis team).

Suspicious Vehicles

[SOUTHLAND TRANSIT] understands that vehicles (cars, trucks, boats, bikes) are frequently used in criminal or terrorist attacks. Therefore, agency employees are trained to be alert to suspicious vehicles in and around their work environment. Employees are told to report vehicles to system management and authorities when they notice any of the following:

- Show signs of forced entry
- Have altered or makeshift company insignia or license plates
- Are located in an unauthorized area or near a potentially catastrophic target
- Contain unusual equipment which could be used in a violent act
- Appear to be overloaded and/or have bulging tires or sagging frames
- Emit unusual odors, leaks or residues

Suspicious People and Activities

[SOUTHLAND TRANSIT] teaches its employees to be aware of suspicious people and activities. Employees are taught to focus on behaviors and not on a person's color, nationality, ethnicity or religion. The key concern in determining what is suspicious is always based on 1) where someone is, 2) when he or she is there, and 3) what he or she is doing. Employees are encouraged to trust their judgment based on their experience in and around the community, and the transit system, and that it normally is a combination of factors taking place that will accurately identify a suspicious person or act.

Specific actions that are of concern and may meet the threshold of reporting as suspicious include people appearing to be:

- gathering intelligence
- running security tests
- attempting infiltration
- conducting a dry run/drill
- deploying assets

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Employees are taught by [SOUTHLAND TRANSIT] to determine if a behavior is suspicious based on the following categories:

- attitude of the person
- apparel and accessories
- body language (e.g. reaction to uniformed presence)
- actions in and around crowds
- attention to secure or high profile locations

3.5 Safety Data Acquisition/Analysis Procedures

To [SOUTHLAND TRANSIT], understanding safety data is an important step toward allocating finite resources to implement safety program elements. Data on safety-related events such as

- passenger injuries or claims
- passenger complaints
- employee injuries
- accidents
- incidents
- EOL's
- turnarounds
- bus stops
- shelters

4. RESPONSE

4.1 Overview

[SOUTHLAND TRANSIT] makes all efforts to ensure that, if confronted with a safety or security event or major emergency, [SOUTHLAND TRANSIT] personnel will respond effectively, using good judgment, ensuring due diligence, and building on best practices, identified in rules and procedures and exercised through drills and training.

This level of proficiency requires the establishment of formal mechanisms to be used by all [SOUTHLAND TRANSIT] personnel to identify safety or security threats and vulnerabilities associated with [SOUTHLAND TRANSIT] operations, and to develop controls to eliminate or minimize them. The SSEPP also requires [SOUTHLAND TRANSIT] to:

- Coordinate with local law enforcement and other public safety agencies to manage response to any incident that occurs on a transit vehicle or affects transit operations, and
- Identify a process for integrating [SOUTHLAND TRANSIT] resources and capabilities into the community response effort to support the management of a major safety or security event affecting the community.

[SOUTHLAND TRANSIT] management expects all employees, volunteers and contractors, especially those working directly with passengers, to support the SSEPP.

4.2 Internal Incident Response Responsibilities

4.2a. - DIVISION OF RESPONSIBILITIES

All Personnel

~~[SOUTHLAND TRANSIT] personnel understand and adopt their specific roles and responsibilities, as identified in the SSEPP, thereby increasing their own personal safety and security and that of their passengers during normal operations and in emergency conditions.~~

The following functions are performed by [SOUTHLAND TRANSIT] personnel to ensure the success of the SSEPP:

- Becoming familiar with and operating within all security and emergency preparedness procedures for assigned work activity.
- Proper judgment is used by following crisis management guidelines when managing dangerous passengers and potentially volatile situations.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- All suspicious activity, no matter how insignificant it may seem, is immediately reported to the Transit Director or his/her designee.
- The Transit Director or his/her designee is notified when a physical or mental condition, or required medications or therapies, may impair the ability of an employee to perform security or emergency preparedness functions.
- All security incidents are immediately reported.
- Participation in security and emergency preparedness training, including drills and exercises.

Specific Job Function Responsibilities

The following job functions within [SOUTHLAND TRANSIT] have defined responsibilities relevant to safety and security concerns:

- Transit Director
- Safety/Security Officers
- Managers/Supervisors
- Dispatchers
- Vehicle Operators
- Mechanics
- Administrative Staff

4.2b. – CALL DOWN LIST ACTIVATION

During a crisis, each department or team leader initiates activation of [SOUTHLAND TRANSIT]’s Emergency Response Team by contacting two people on the agency call tree. Those two people will in turn contact two others and so on. If a staff person only reaches voicemail, he or she leaves a message but continues down the tree contacting the next person on the list until he or she has spoken with at least two people.

When making activation calls, each person communicates the following:

-
- A very brief synopsis of the crisis
 - If and where the employee is expected to report, and what will be expected of him or her
 - The status of other members of the response team (if known)
 - How to reach the team leader

Additionally, the caller confirms:

- Who on the call list the employee is responsible for contacting
- How the team can contact the employee for changes (e.g. cell phone number)

4.2c. – TRANSIT INCIDENT MANAGEMENT PROTOCOL

Overview

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

[SOUTHLAND TRANSIT] frontline employees may be responsible for managing security incidents and threats (potential or actual). These employees are taught to assess the situation and decide on the appropriate action. It is also their responsibility to manage incidents and threats until emergency responders arrive. They are instructed to serve as a resource to emergency responders until the incident or threat is resolved.

[SOUTHLAND TRANSIT] Incident Management Priorities

Response objectives:

- Protection/preservation of self
- Protection of passengers/others
- Protection/securement of vehicle/property
- Stabilization of incident

Priority response actions:

- Triage
- Risk management
- Requesting incident resources

Critical concerns:

- Accurate analysis and scene assessment
- Delegation to able-bodied passengers
- Passenger accountability

[SOUTHLAND TRANSIT] Incident Management Requirements

- Have a safety orientation
- Keep a calm demeanor
- Use quick thinking and be decisive
- Be adaptable and flexible
- Be proactive
- Be realistic about personnel and agency limitations

[SOUTHLAND TRANSIT] Incident Management Constraints

- Decisions and actions need to be made in a timely manner
- Limited resources may be available
- Minimal information may be available
- A demanding and highly stressful environment
- Communication systems may be compromised

[SOUTHLAND TRANSIT] Incident Management Steps

- **Information gathering and analysis**

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Pre-incident information includes knowledge of any patterns, trends or history of any similar events. Empirical or perceptual information is what is actually observed. Cognitive information is what has been learned through training and experience.

- **Problem identification and assessment**

Hazards must be identified. Included in this determination are the type of hazard and the credibility of the threat. Risk must be determined by considering the number of potential victims, critical assets exposed and extent of the impact area.

- **Developing a strategy and tactics**

A strategy is the overall goal or desired outcome that is attempting to be achieved based on minimizing injury, property damage and service disruption. Tactics are specific objectives and the corresponding tasks that will be used to achieve the goal or strategy.

- **Implementing a plan**

Plan implementation includes directing others, communicating, delegating, notifying and requesting resources.

- **Evaluating results**

Plans must be evaluated on an on-going basis to ensure that the tactics being used are still appropriate and that they are having a positive effect.

4.3 Suspension/Restoration of Service

After being notified of an emergency, the [SOUTHLAND TRANSIT] supervisor/dispatch evaluates the status of agency assets (people, information and property), and the risk to those assets, to determine if transit operations can be maintained. If service must be suspended, the Emergency Response Team is responsible for coordinating service suspension protocols, and for taking steps to restore essential transit services as soon as is practical within the constraints of resource availability and safety considerations. Issues to be considered during service suspension/restoration include the release of emergency public and sensitive information.

EMERGENCY INFORMATION DISSEMINATION: PUBLIC AND SENSITIVE INFORMATION

[SOUTHLAND TRANSIT] understands that during critical incidents that what is said to the public is critically important. Public affairs preparedness includes fostering positive relationships with elected and appointed officials, civic leaders and the media to help the agency meet its goals for ridership, revenue and public recognition on a day-to-day basis. During a crisis the media relations/public information function proactively works with these constituent audiences to provide accurate, verified information regarding what has happened, what the agency is doing about it and how it might affect the community. In incidents involving injuries and deaths, release of certain information is subject to a variety of federal laws. Further,

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

particular attention is given to monitoring the appropriate release of sensitive security related transit information to the public.

Response objectives:

- Provide timely, accurate and coordinated public information
- Minimize negative publicity
- Highlight positive response efforts of agency and staff

Priority response actions:

- Craft messages incorporating verifiable incident information
- Distribute approved messages to internal audiences (board, staff, advisory committees) and respond to requests for information
- Distribute approved messages to external audiences (media, public) and respond to requests for information

Critical concerns:

- Impact on service delivery
- Message coordination
- Expected release of incident investigation reports
- Media coverage and public perception
- Relationships with elected officials, partner agencies and internal audiences

4.4 NIMS/ICS

4.4a – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) was developed to provide a system that would help emergency managers and responders from different jurisdictions and disciplines work together more effectively to handle emergencies and disasters. Most incidents are handled on a daily basis by a single, local jurisdiction at the local level, often by fire personnel, EMS and law enforcement. But even for incidents that are relatively limited in scope, ~~coordination and cooperation among the responding organizations, including transit, are essential~~ for an effective response.

When the NIMS is adopted and used nationwide it will form a standardized, unified framework for incident management within which government and private entities at all levels can respond to incidents effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions and disciplines in various areas - command and management, resource management, training and communications.

The management of [SOUTHLAND TRANSIT] is committed to train and work within the NIMS structure as a part of the community emergency response team as per the requirements laid out at <http://training.fema.gov/EMIWeb/IS/is700.asp>. This SSEPP takes an all-hazards

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

approach using a common standard of efficient and coordinated response across multiple agencies which is consistent with the overall structure of NIMS as shown below:

- Command and management
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

4.4b – INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized on-scene incident management concept designed specifically to allow responders, including transit, to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

The management of [SOUTHLAND TRANSIT] is committed to train and work within the Incident Command System structure as a part of the community emergency response team as per the requirements laid out at:

<http://training.fema.gov/EMIWeb/IS/is100.asp>

<http://training.fema.gov/EMIWeb/IS/is200.asp>

<http://training.fema.gov/EMIWeb/IS/is700.asp>

4.5 Interagency Coordinated Emergency Response Protocols

4.5a. - NORMAL HOURS EMERGENCY RESPONSE

~~When an outside emergency occurs in the community and specifically designated officials~~
declare a state of emergency which requires transit agency participation, response, or awareness, the local emergency manager or their designee contacts [SOUTHLAND TRANSIT]. During normal operating hours, the following policy is followed:

- Initial contact is made by the emergency manager or his/her designee, using the first responder checklist maintained in the Emergency Management Plan.
- The most senior person on duty is the initial [SOUTHLAND TRANSIT] Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means through which the ERC will remain constantly available) for updated emergency information communications during the emergency.
- The ERC performs the following functions:
 - Contacts all on-duty vehicles (by radio) to notify them that they are needed for an emergency response.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Directs all affected drivers to unload their passengers at a designated point and proceed to the staging area designated by [SOUTHLAND TRANSIT]
- Records an approximate time of arrival (estimated time of arrival - ETA) at that staging area with notification upon arrival.
- The ERC calls employees on the emergency phone list, informs them that [SOUTHLAND TRANSIT] is responding to a community emergency.
- Establishes a [SOUTHLAND TRANSIT] incident command center at the transit facility or other available location as circumstances dictate.
- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all [SOUTHLAND TRANSIT] personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain [SOUTHLAND TRANSIT] emergency response activities.
- The ERC continues to make efforts to contact all [SOUTHLAND TRANSIT] personnel, as well as [SOUTHLAND TRANSIT] board members (as time and response efforts may permit, to inform them of our participation).
- The ERC provides personnel and resources in the quantities requested and to various locations as directed by the emergency manager or his/her designee.
- The ERC remains on-duty in an active status until relieved or directed by the emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- ERC maintains communication with Executive Director and remains in communication to the extent possible.

4.5b. - AFTER HOURS EMERGENCY RESPONSE

When an outside emergency occurs in the community that requires transit agency participation, response, or awareness, the local emergency manager contacts [SOUTHLAND TRANSIT]. After normal operating hours, the following policy is followed:

- Initial contact will be made by the emergency manager or his/her designee using the ~~emergency contact list the [SOUTHLAND TRANSIT] supplied to them.~~
- Either the person receiving the call or the most senior person available is the initial [SOUTHLAND TRANSIT] Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means) by which the ERC will remain available for communications during the emergency.
- The ERC begins to call persons listed on the internal contact list, informing them that [SOUTHLAND TRANSIT] is responding to a community emergency. During this stage, the ERC:
 - Coordinates the opening of the transit facility where [SOUTHLAND TRANSIT] vehicles are located
 - Establishes a [SOUTHLAND TRANSIT] incident command center at the transit facility or other available location as circumstances dictate.

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all [SOUTHLAND TRANSIT] personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain [SOUTHLAND TRANSIT] emergency response activities.
- The ERC continues to contact all [SOUTHLAND TRANSIT] personnel, as well as [SOUTHLAND TRANSIT] board members (as time and response efforts may permit) to inform them of our participation.
- The ERC provides personnel and resources in the quantities requested and to various locations as may be directed by the emergency manager or his/her designee.
- The ERC remains on duty in an active status until relieved or directed by the emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- The ERC maintains time annotated log of all activities as well as contact log.

4.5c. - EVACUATION PROCEDURES

[SOUTHLAND TRANSIT] provides evacuation and transportation support to the Incident Command Post (ICP) and to those parts of the community affected by the disaster.

- **General**
 - At the direction of incident command or the transit base station, drivers will pick up evacuees from specifically designated locations and transport them to designated shelters or secure locations
 - To the maximum extent possible, drivers will track where special needs passengers are delivered
- **Transit Management**
 - Coordinate with EOC and IC
 - Report to the transit agency incident command center
 - Provide drivers with assembly points and conduct briefings
 - Determine the location of all shelters and identify the logistical support required
 - ~~Communicate this information to the transit base station and to supporting buses~~
 - As directed by the incident commander or his/her designee, respond to changing requirements for transportation and evacuation support
 - Identify support facilities for drivers
- **Dispatcher**
 - Establish communications and provide support to transit management and the ICP as requested
 - Notify support social service and contract agencies of disruptions and/or cancellations of service
 - Sustain whatever level of routine operations is feasible
 - Begin contingency planning for driver replacement, rest, and recycling
- **Bus Drivers**
 - Communicate with dispatch

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Follow guidance provided by the transit incident command center, dispatch, and the ICP
- Will not take risks that place driver, passengers, or vehicle at significant risk
- As needed, help passengers that have visual, hearing, or mobility impairments to get on or off the bus
- Rest, refuel, and eat when possible
- If fatigue becomes a safety issue, notify transit management immediately

5. RECOVERY

5.1 Overview

Putting things back together after an emergency or disaster can be a difficult process. This chapter addresses the disaster recovery process, which includes establishing continuity of operations, resumption of normal operations, preparation of an after action report, counseling for impacted employees, and the initiation of long term recovery.

5.2 Continuity of Operations

After an emergency [SOUTHLAND TRANSIT] management evaluates the status of its assets, the condition of the community environment and the needs of its customers. Upon the completion of that evaluation, steps are taken to restore essential transit services as soon as is practical and possible and within the constraints of environmental realities, resource availability and safety considerations.

5.3 Business Resumption

5.3a. – CLEANUP AND INSPECTION

[SOUTHLAND TRANSIT] inspects facilities, vehicles and agency property for damage or need for cleanup after an emergency. The purpose of this activity is to restore the agency and its assets to the state that existed before the emergency. Some recovery activities may be immediate while others may be long term (e.g., replacement of vehicles or facilities).

Documentation of all Agency Resources Including Vehicle Use

After an emergency, [SOUTHLAND TRANSIT] management documents use of agency resources including any vehicles used during the event — as well as the status and the condition of the vehicles — to begin the process of maintaining assets and bringing them back in service.

Make Necessary Insurance Contacts

The [SOUTHLAND TRANSIT] management reviews its insurance policies and coverage and makes contact with its insurance carriers to ensure timely reimbursement response. Additionally, it makes appropriate changes to future insurance policies as may be deemed appropriate based on an evaluation of the effectiveness of existent coverage.

5.3b. – FOLLOW-UP DEBRIEFING

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

In order to mitigate the possible negative psychological effects of an emergency, [SOUTHLAND TRANSIT] staff involved in emergency incidents meet to discuss response activities and to process emotional issues that may arise. [SOUTHLAND TRANSIT] managers should ensure the availability of support services to all parties who may have been directly or secondarily impacted by the event, including family members of all employees involved.

5.3c. – AFTER ACTION REPORT

Following an incident, [SOUTHLAND TRANSIT] management completes a report to assess the responses of personnel during the incident. This information is used to modify policies, provide additional training, and give feedback to those involved to enhance future incident responses. This report focuses on such issues as the emergency notification process, the establishment of incident command, the incident communication system and strengths and weaknesses of the response effort.

Completed "EVALUATION FORM FOR TRANSIT INCIDENTS" for each security incident is found in the section of this document entitled SSEPP SUPPORTING DOCUMENTS at SECTION 7.14.

5.4 Crisis Counseling

In order to mitigate the possible negative psychological effects of an emergency or incidents of violence on [SOUTHLAND TRANSIT] staff, including possible Post Traumatic Stress Disorder in the most extreme cases, management ensures the availability of support services to all parties who may have been directly or secondarily impacted by an event. [SOUTHLAND TRANSIT] is committed to providing such support including a mandatory post-incident debriefing, making referrals to professional counseling resources, being an empathetic good listener and doing anything else that can provide assistance to those involved in emergencies or incidents of violence. ~~Consideration is given to the possible impact on [SOUTHLAND TRANSIT] personnel's family members as well.~~

5.5 Long Term Recovery

The goal of long-term recovery is to ensure that [SOUTHLAND TRANSIT] emerges from crisis even stronger than it was before the event. [SOUTHLAND TRANSIT]'s long term recovery initiatives include the following steps:

- Analyzing the After Action Report and developing long term recovery strategies based on the assessments contained in the report

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Determining the financial impact of the emergency on the transit agency and budget for recovery, including insurance reimbursement and non-reimbursement issues, and federal and state financial assistance opportunities
- Building relationships with emergency management and first responders based on unmet coordination needs illuminated by interagency reaction to the event
- Initiating public relations activities to rebuild confidence in the transit operation on the part of customer and the community as a whole

6. ACTIVATING AND UPDATING SSEPP

6.1 Overview

[SOUTHLAND TRANSIT] management is committed to provide safe, secure and reliable services for its passengers and employees. It is committed, as well, to be a safety, security and emergency preparedness resource to the community, region and nation. Towards this end the SSEPP is an important and ongoing cornerstone of this system's transit operation.

6.2 Activation

This SSEPP has been activated through a Memorandum of Executive Approval of the SSEPP which has been shared with all employees of [SOUTHLAND TRANSIT] and all key stakeholders within the community.

6.3 Evaluation and Modification of SSEPP

This SSEPP is a "living document" and, therefore, addresses issues associated with system security and emergency preparedness on a timely and proactive basis. It is incumbent upon all appropriate personnel of the [SOUTHLAND TRANSIT] to constantly evaluate the effectiveness of this SSEPP and the effectiveness of its implementation.

The SSEPP is thoroughly reviewed periodically (annually at a minimum). Any changes in information are updated more frequently, on an as-needed basis. The [SOUTHLAND TRANSIT] management is responsible for this review. The review includes the following factors:

- Reviewing factual information, including names and phone numbers contained in the plan
- Reevaluating employee knowledge and awareness
- Revising programs and procedures included in the SSEPP
- Performing an annual review of chain of command and updating information as appropriate

- Coordinating with designated backup locations that are to be used for operational relocation during an emergency, ensuring they are cognizant of agreements in place.

In addition to regular, periodic reviews, certain events may require revision to the SSEPP, including, for example, the following:

- The addition of new members to the organization and outside the organization with specific roles identified in the SSEPP
- New operations or processes that affect the SSEPP
- New or renovated facilities or changes in layout
- Changes in relationships with outside agencies
- Changes in the identification of potential threats and accompanying vulnerabilities

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Following use of the SSEPP in emergency situations the [SOUTHLAND TRANSIT] management reviews the organization's response against the procedures and requirements outlined in the SSEPP. Based on this review [SOUTHLAND TRANSIT] management identifies areas that can be improved or adjusted in the plan to ensure more effective responses in the future.

6.4 Updating SSEPP

After internal and external evaluations, and based upon SSEPP review findings, the [SOUTHLAND TRANSIT] management will revise this SSEPP and supporting documentation and training to reflect new practices, policies and procedures. The revised SSEPP, accompanied by a new Memorandum of Executive Approval of the SSEPP, will then be shared with all transit employees and all key stakeholders within the community.

Completed "MEMORANDUM OF EXECUTIVE APPROVAL" of the SSEPP is found in the section of this document entitled SSEPP SUPPORTING DOCUMENTS at SECTION 7.15.

7. SSEPP SUPPORTING DOCUMENTS

[SOUTHLAND TRANSIT] has completed the following supporting documents as a part of its overall Threat and Vulnerability Assessment and Safety, Security and Emergency Preparedness Plan (SSEPP). These supporting documents will be revised based on changing threat information, system vulnerabilities, emergency management structure and personnel working in a safety and security related capacity, either inside the organization or within the community.

- 7.1 List of key personnel & SSEPP responsibilities
- 7.2 Completed Capabilities Assessment
- 7.3 Critical Asset Identification and Valuation
- 7.4 Prioritized Vulnerability Report
- 7.5 Completed Threat and Vulnerability Assessment Forms
- 7.6 Transit Safety/Security Alert System
- 7.7 Internal and External Contact Lists
- 7.8 Emergency Response Team Roster
- 7.9 Succession List
- 7.10 Memorandum of Understanding between [SOUTHLAND TRANSIT] and Community Emergency Management
- 7.11 Memorandum of Understanding between [SOUTHLAND TRANSIT] and First Responders
- 7.12 Completed FTA Top 20 Security Program Action Items for Transit Agencies: Self-assessment Checklist
- 7.13 Alternate Facility Certification checklist
- 7.14 Evaluation Form for Transit Incidents
- 7.15 Memorandum of Executive Approval

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

7.2 COMPLETED CAPABILITIES ASSESSMENT

CAPABILITIES ASSESSMENT

Section 1: Security Awareness & Threat Management

1. Does your system check the Homeland Security Advisory Threat Condition (<http://www.whitehouse.gov/homeland/>)?

Yes No N/A Comment

2. Has your system performed a Terrorism Vulnerability Self-Assessment, as recommended by the Federal Bureau of Investigation (FBI), in cooperation with local law enforcement?

Yes No N/A Comment

3. Does your system receive threat information and warnings from local law enforcement, state agencies, or other systems regarding local threat levels?

Yes No N/A Comment

4. Do personnel at your system keep informed of major community activities and events?

Yes No N/A Comment

5. Are personnel at your system aware of ongoing law enforcement concerns regarding specific communities or events that may be targeted for terrorist activity?

Yes No N/A Comment

6. Have system personnel been trained to challenge people who do not appear to belong in restricted areas or who do not have the appropriate identification displayed?

Yes No N/A Comment

7. Does the system have procedures in place for reporting these occurrences in a manner that supports appropriate evaluation and decision-making by supervisors and management?

Yes No N/A Comment

8. Does the system have procedures in place for reporting these occurrences in a manner that supports appropriate evaluation and decision-making by supervisors and management?

Yes No N/A Comment

9. Does your system have policies in place to ensure that security, operations or maintenance personnel routinely check unattended public or open areas, such as rest rooms, stairways, parking garages, and elevators for unusual, out-of-place, or abandoned items?

Yes No N/A Comment

10. Has the system trained personnel on recognizing and reporting unusual, out-of-place, or unattended objects?

Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

11. Has your system reviewed its policies for managing these objects (i.e., identifying lost-and-found items and reporting suspicious objects to management for further review)?

- Yes No N/A Comment

12. Has your system incorporated security checks into policies for pre-trip inspections, vehicle cleaning, and vehicle fueling?

- Yes No N/A Comment

13. Have appropriate personnel at your system received and reviewed security and emergency management materials from the FTA?

- Yes No N/A Comment

14. Have appropriate personnel at your system received security or emergency management training from the FTA or another source?

- Yes No N/A Comment

Section 2: Security & Preparedness Planning

1. Has management accepted responsibility for security vulnerabilities during the design, engineering, construction, testing, start-up, and operation of the transportation system related to rehabilitations, extensions, and modifications?

- Yes No N/A Comment

2. Has Executive Management endorsed a policy to ensure that security vulnerabilities are identified, communicated, and resolved through a process promoting accountability for decisions made?

- Yes No N/A Comment

3. Does your system have clear and unambiguous lines of authority and responsibility for ensuring that security is addressed at all organizational levels within the operation (including contractors)?

- Yes No N/A Comment

4. Does your system have access to personnel with security management experience, knowledge, skills, and abilities?

- Yes No N/A Comment

5. Does your system ensure that resources are effectively allocated to address security considerations?

- Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

6. Is the protection of passengers, employees, contractors, emergency responders, and the general public a priority whenever activities are planned and performed at the system?

- Yes No N/A Comment

7. Wherever possible, does your system guide design, engineering, and procurement activity with an agreed-upon set of security standards and requirements (including design criteria manuals, vehicle specifications, and contracting guidelines)?

- Yes No N/A Comment

8. Does your system routinely evaluate its capabilities to provide adequate assurance that the public and employees are protected from adverse consequences?

- Yes No N/A Comment

9. Has your system committed to developing security mitigation measures to prevent and manage security vulnerabilities?

- Yes No N/A Comment

10. Has your system appropriately documented its security measures in plans, procedures, training, and in project requirements, specifications, and contracts?

- Yes No N/A Comment

11. Does your system have a formal system security program documented in a system security program plan?

- Yes No N/A Comment

12. If yes, is the security plan current, reflecting current security operations and system configuration?

- Yes No N/A Comment

13. If no, does your system have plans in place to develop a security plan?

- Yes No N/A Comment
-
-

14. If no, prepare a brief list of all activities performed at your system that address security and preparedness concerns. (Include procedures for handling difficult people, workplace violence program, bomb threat management plan, procedures for identifying and reporting unusual occurrences, facility and vehicle evacuation and search procedures, coordination with local law enforcement, etc.)

- Yes No N/A Comment

Section 3: Security & Preparedness Management

1. Does your system have a police or security department to implement the security program?

Yes No N/A Comment

2. If no, does your system use adjunct security personnel to support security for administrative and non-revenue facilities?

Yes No N/A Comment

3. If no, describe the activities performed by your system to coordinate security response with local law enforcement? Include MOUs and any reports that may be received regarding the occurrence of crime at the transportation system.

Yes No N/A Comment

4. Does your system have specific plans for managing bomb threats, threats regarding the release chemical, biological or radioactive materials, and/or threats against specific individuals?

Yes No N/A Comment

5. Does your system have specific plans to guide facility and vehicle evacuations and searches for unusual, out-of-place, or unattended packages?

Yes No N/A Comment

6. Does your system coordinate with local law enforcement to ensure timely and effective response to identify a potential explosive device or other hazardous material?

Yes No N/A Comment

7. Does your system coordinate its security activities with neighborhood watch programs, other community and business security programs and school safety programs to support integrated and coordinated approaches to shared problems?

Yes No N/A Comment

8. Has your system reviewed its procedures for managing mail and deliveries to assess security considerations?

Yes No N/A Comment

9. Are your employees trained to recognize and report threatening behavior and those activities that could be associated with the placement of an explosive device or the potential release of a hostile agent into the transportation environment?

Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

10. Do your employees understand their roles and responsibilities for protecting passengers, other employees, and the general public from security threats?

- Yes No N/A Comment

11. Have your employees received security-related training for dispute resolution and conflict management?

- Yes No N/A Comment

12. Has your system developed a program to address workplace violence?

- Yes No N/A Comment

13. Has your system provided local law enforcement and public safety organizations with transportation awareness training?

- Yes No N/A Comment

Section 4: Threat & Vulnerability Assessment

1. Has your system ever conducted a formal threat and vulnerability assessment?

- Yes No N/A Comment

2. Does your system have a current listing of its critical assets?

- Yes No N/A Comment

3. Does your system have a current description of physical and procedural security measures in place to protect these assets?

- Yes No N/A Comment

4. Does your system have a current assessment of specific threats to its operation?

- Yes No N/A Comment

5. Has your system identified worst-case scenarios regarding security vulnerabilities to acts of terrorism and extreme violence?

- Yes No N/A Comment
-

6. Has your system ever assessed its capabilities to identify and manage those activities that may indicate the release of a hostile agent in the transportation environment or placement of an explosive device?

- Yes No N/A Comment

7. Does your system have a prioritized listing of current security vulnerabilities?

- Yes No N/A Comment

8. Does your system have a current program in place to implement security measures that address these vulnerabilities?

- Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Section 5: Physical Security

1. Does your system provide access control systems to protect administrative and non-revenue facilities?

Yes No N/A Comment

2. Does your system require that employees wear badges or other forms of identification?

Yes No N/A Comment

3. Does your system have procedures in place to verify access authorization for visitors, contractors, and delivery personnel?

Yes No N/A Comment

4. Does your system have procedures to log non-routine entries (e.g., visitors, personnel during off-shift, and personnel not normally assigned) to administrative and non-revenue facilities?

Yes No N/A Comment

5. Does your system have procedures to verify the identity of a visitor before issuing a badge, pass, or credential?

Yes No N/A Comment

6. Does your system have procedures to verify the access authorization of vehicles before they can be parked within 50 feet of administrative and non-revenue facilities?

Yes No N/A Comment

7. Does your system have inventory control procedures for access badges, uniforms, and equipment?

Yes No N/A Comment

8. Does your system have procedures for reporting stolen badges, uniforms, or equipment?

Yes No N/A Comment

9. Does your system issue advisories or bulletins regarding potential security threats?

Yes No N/A Comment

10. Does your system screen personnel and packages before providing access to secure facilities (control center, revenue collection facilities, etc.)?

Yes No N/A Comment

11. Does your system authorize the search of hand-carried items or packages entering or leaving a security area?

Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

12. Does your system provide perimeter controls for administrative and non-revenue facilities, including fencing, gates, motion-detected lighting systems, etc.?

Yes No N/A Comment

13. Does your system routinely patrol and/or inspect exterior security area perimeter barriers to verify integrity and detect unauthorized objects or conditions (e.g., excessive soil erosion under fence)?

Yes No N/A Comment

14. Does your system follow pre-determined procedures to lock down and open administrative, non-revenue and passenger facilities each day?

Yes No N/A Comment

15. Does your system have procedures to control the issuance of keys and combinations to locks and control panels?

Yes No N/A Comment

16. Are your administrative and non-revenue facilities protected with intrusion detection alarm systems?

Yes No N/A Comment

17. Are your administrative and non-revenue facilities covered by CCTV?

Yes No N/A Comment

18. Identify other security systems in place to protect your system's administrative and non-revenue facilities?

Yes No N/A Comment

19. Does your system use security technology to support monitoring and management of passengers in stations, terminals, and on vehicles (examples include CCTV, emergency telephones, designated passenger waiting areas; emergency alarms on buses, alarms and

intercoms on trains, and public address systems in stations)?

Yes No N/A Comment

20. If yes, please describe this technology.
Attach description.

21. Has your system conducted blast hardening or mitigation as part of the station and administrative facility design or renovation process?

Yes No N/A Comment

22. Do vehicle barriers, blast barriers, or other perimeter controls that limit or deny direct vehicle access to critical assets protect your facilities?

Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

23. Please describe the security technology used by your police or security department (if applicable).
Attach description.

Section 6: Emergency Response Capabilities

1. Does your system have an emergency plan?

Yes No N/A Comment

2. Does your system have emergency operating procedures?

Yes No N/A Comment

3. Does your system have an incident response plan for terrorism, as an appendix to the emergency plan or as a separate plan?

Yes No N/A Comment

4. Does your system coordinate with local public safety organizations on the development, implementation, and review of the emergency plan and procedures?

Yes No N/A Comment

5. Does your emergency plan specify use of the incident command system?

Yes No N/A Comment

6. Have your employees been trained in the emergency plan and procedures?

Yes No N/A Comment

7. Does your system conduct routine simulation drills, tabletop exercises, and refresher training?

Yes No N/A Comment

8. Does your system coordinate its drilling and training for emergency response with local public safety organizations?

Yes No N/A Comment

9. Does your system conduct briefings of after-action reports to assess performance during the simulation drill or exercise and identify areas in need of improvement?

Yes No N/A Comment

10. Have members of your system participated in domestic preparedness training programs sponsored by the federal government (FEMA, FBI, DOD, etc.)?

Yes No N/A Comment

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

11. Has your system participated in capabilities assessment readiness (CAR) exercise programs supported by the local EMA?

- Yes No N/A Comment

Section 7: Previous Experience

1. Has your system experienced an emergency in the last 12 months?

- Yes No N/A Comment

2. If yes, were you satisfied with the system's level of response?

- Yes No N/A Comment

3. Has your system received a bomb threat in the last 12 months?

- Yes No N/A Comment

4. Has your system evacuated its facilities in the last 12 months as the result of a bomb threat?

- Yes No N/A Comment

5. Has your system conducted a physical search of a facility in response to a bomb threat?

- Yes No N/A Comment

7.3 CRITICAL ASSET IDENTIFICATION AND VALUATION

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

CRITICAL ASSET IDENTIFICATION AND ANALYSIS

Column A = How critical an asset is to fulfilling our mission, from minor impact to inability to perform our mission.

Column B = How costly it would be to replace the asset, after any insurance reimbursements, if the asset were substantially compromised

Column C = How significantly and immediately the loss of the asset would affect public health and safety

Column D = How significantly and immediately the loss of the asset would affect our ability to utilize other agency assets

	A	B	C	D
Core Transit Assets	Criticality to Mission 1= low 10 = essential	Replacement Value 1= inexpensive 10 = invaluable	Loss Impact to Health/Safety 1= little impact 10 = devastating	Calculate (A x B x C)
People				
Drivers				
Dispatchers				
Administrators				
Mechanics				
Passengers				
Partner Agencies				
Information				
Computer Data				
Employee Info				
Customer Info				
Policies/Procedures				
Property				
Vehicles				
Non Revenue Vehicles				
Fare Boxes				
Radio Systems				
Tools				
Maintenance Equipment				
Fuel				
Bus Stops				
Bus Shelters				
Park and Rides				
Admin. Facilities				
Vehicle Storage				
Maint. Facilities				
Operations Facilities				
Office Furniture				
Computer Systems				
Fax Machines				
Telephone Systems				
Internet Access				

7.4 PRIORITIZED VULNERABILITY REPORT

7.5 THREAT AND VULNERABILITY ANALYSIS AND ASSESSMENT FORMS

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation</u> from Ex 2	<u>A x C = Vulnerability Index</u>
<i>Accidents & Incidents</i>				
Minor Vehicle Collision				
Major Collision/ no injuries				
Vehicle Collision With Injury				
Mass Casualty Collision				
Passenger Injury Before Boarding/ after alighting				
Passenger Fall With Injury				
Employee Injury (Trip/Fall/Cut)				
Other				

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation</u> from Ex 2	<u>A x C = Vulnerability Index</u>
<i>Acts of Nature</i>				
Flooding in community				
Flooding of transit facilities				
Severe Winter Weather				
Severe Ice/Freezing Rain				
Tornado/Severe Wind				
Hurricane				
Severe Thunderstorms/Hail				
Wildfire				
Earthquake				
Volcano				
Tsunami				
Landslide				
Snowslide				
Dust Storm				
Other				

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation</u> from Ex 2	<u>A x C = Vulnerability Index</u>
<i>Critical Infrastructure</i>				
Brief Power Outage				
Extended Power Outage				
Hard Drive Crash/ cyber attack				
Information Loss – Maint. Records, Ops Records, Contact Info				
Loss Of Telephone System/Service				
Loss Of Internet Access				
Loss Of Radio System				
Minor Structural Fire				
Major Structural Fire				
Vehicle Fire w/out injuries				
Vehicle Fire w/ injuries				
Supply Chain Interruption				
Loss Of Admin. Facility				
Loss Of Maint. Facility				
Loss Of Op’s Facilities				
Loss of Funding				
Employee Shortage				
Organized Labor Dispute				
Employee malfeasance				

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation</u> from Ex 2	<u>A x C = Vulnerability Index</u>
<i>Hazardous Materials Spill</i>				
Blood-Borne Pathogen Spill				
Spill of Solvents or Blister Agents				
Fertilizer Fire/Explosion				
Poisonous Gases (chlorine et al)				
Nerve Agent Spill (fertilizer et al)				
Radiological Release (accidental)				
Fuel Spill				
Accidental Release Of Natural Gas				
Alternative Fuels Explosion				
Other				

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation from Ex 2</u>	<u>A x C = Vulnerability Index</u>
<i>Criminal Activity</i>				
Trespassing				
Graffiti				
Vandalism				
Mugging				
Property Theft				
Information Theft – social security numbers, passwords				
Menacing				
Assault and Battery				
Sexual Assault				
Attempted Homicide				
Homicide				
Suicide				
Commandeered Vehicle				
Kidnapping/Hostage Situation				
Bomb Threats				
Other				

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency *within the next five years*, and identify the critical assets that are threatened

0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain

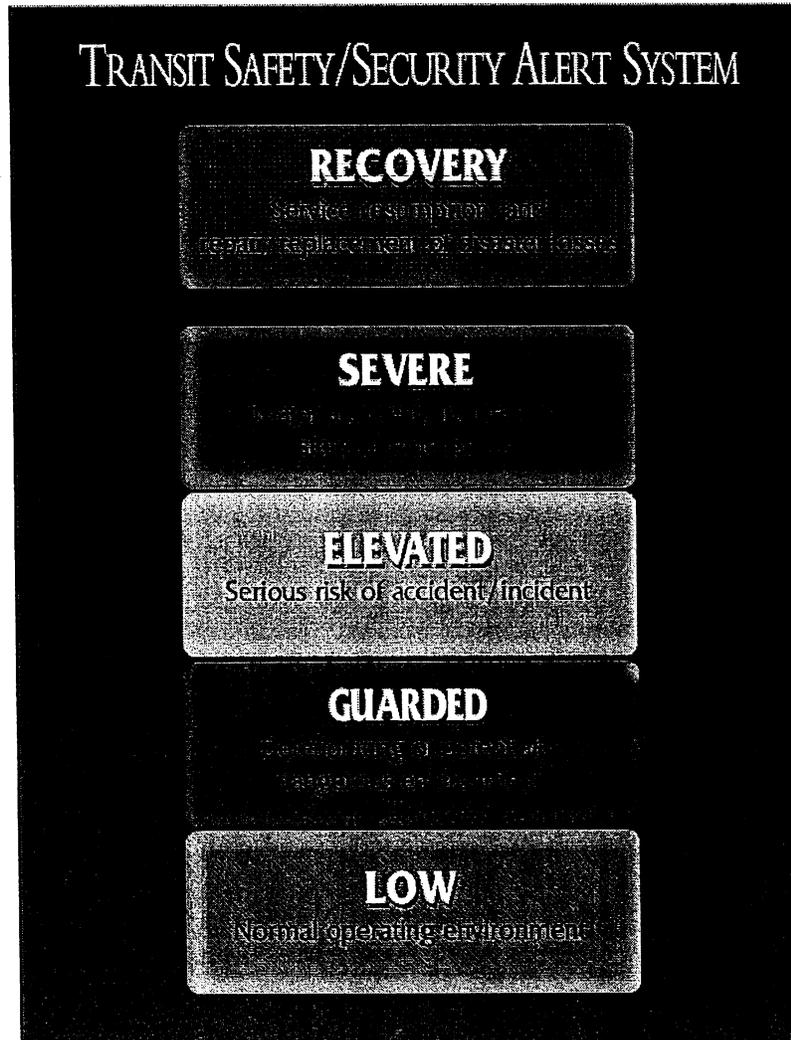
	A	B	C	D
<u>Threat</u>	<u>Likelihood</u>	<u>Assets Threatened</u>	<u>Cum. Asset Valuation from Ex 2</u>	<u>A x C = Vulnerability Index</u>
<i>Terrorism</i>				
Dangerous Mail				
Improvised Explosive Device				
Chemical Weapon				
Biological Weapon				
Radiological Weapon				
Other				

Risk Reduction Plan

Note your 15 top vulnerabilities, based on the previous matrices. Indicate your current risk-reduction strategies for those vulnerabilities, and identify additional measures you plan to implement in the next 12 months. Think hiring, training, operations, system security, maintenance, and data acquisition/analysis.

<i>Top Vulnerabilities</i>		<i>Current Risk Reduction Strategies</i>	<i>Additional Mitigation Actions Planned</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

7.6 TRANSIT SAFETY/SECURITY ALERT SYSTEM



SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

GREEN - LOW

"normal operating environment"

When things are proceeding normally:

1. Follow standard operating procedures ensuring system safety and security
2. Refine and exercise risk reduction strategies
3. Explore opportunities for staff training in safety, security and emergency preparedness
4. Maintain best practices in access control of facilities and equipment
5. Survey equipment, facilities and operations for changes in your risk environment
6. Assess the need for enhanced emergency response equipment, particularly communications systems
7. Develop and implement security and back-up protocols for computer-based operating systems
8. Foster relationships with first responders including fire, law enforcement, emergency medical services and local emergency management planning
9. Incorporate security awareness into public education programs
10. Develop thresholds and procedures for service suspension and resumption
11. Conduct disaster drills and exercises including facility evacuations, shelter-in-place actions, staff accountability drills and simulated mobilization of transit incident response team

BLUE - GUARDED

"Deteriorating or potentially dangerous environment"

When there is a generally heightened risk for accidents, natural disasters, criminal activity and other common transit hazards and threats:

1. Review situational forecasts from the National Weather Service, local law enforcement, avalanche advisory center, or other appropriate sources
2. Review incident response plan
3. Consider additional resource requirements and place resources on stand-by as appropriate
4. Inspect safety/security equipment to ensure availability and operability
5. Assess integrity of barriers such as perimeter fencing and security systems
6. Strengthen watch procedures for unusual activity, unidentified vehicles and persons, and abandoned packages and parcels
7. Communicate threats/hazards to supervisors, and provide additional staff oversight as appropriate
8. ~~Pre-set thresholds for protective actions such as notification of partner agencies and service suspension protocols~~

ORANGE - ELEVATED

"Serious risk of accident/incident"

When there is substantial risk for accidents, natural disasters, criminal activity and other common transit hazards and threats:

1. Mobilize additional resources as required to protect assets and/or continue to fulfill mission
2. Place incident response team on stand-by
3. Activate service suspension thresholds as appropriate
4. Communicate threats/hazards to frontline staff with an operational need to know. Post Security Alert as appropriate
5. Reinforce employee awareness of their emergency situation roles and responsibilities

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

6. Inform partner agencies with an operational need to know of the increased threat/hazard and operational precautions you are exercising
7. Check to ensure all emergency telephone, radio, intercom, and satellite communication devices are in place and operational
8. Review critical incident notification plan
9. Discuss communications procedures and back-up plans with all concerned
10. Secure all buildings and storage areas, reducing the number of access points for vehicles and personnel to a minimum
11. Increase patrols/supervision in facilities and along routes
12. Increase patrolling at night and ensure all vulnerable critical points are secure
13. Instruct employees working at remote locations to check-in on a periodic basis.
14. Minimize administrative travel
15. Limit access to designated facilities to those personnel who have a legitimate and verifiable need to enter the facility. Inspect all vehicles entering key areas/facilities for dangerous items
16. Consult with local authorities about road closures and other local response actions
17. Coordinate emergency plans with other jurisdictions as appropriate
18. Activate contingency and emergency response plans and personnel as needed
19. Make necessary preparations to establish Command Center(s) and/or to dispatch staff in case of an incident
20. Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the workforce.

RED - SEVERE

*"Major accident/incident or
state of emergency"*

When responding to a major incident involving loss of critical assets, injuries or fatalities, or assisting with evacuations or other mission-assignments related to a community disaster:

1. Activate Incident Response Team
2. Assess immediately impact on transit service and facilities and adjust or terminate services as required
3. Activate mitigation measures
4. Designate the Incident Commander
5. Activate Transit Emergency Command Center and/or dispatch representatives to ~~appropriate Emergency Operations Center~~

6. Cancel or postpone non-vital work activities
7. Identify available assets to support response effort
8. Redirect personnel and equipment to address critical emergency needs, as appropriate
9. Evacuate any non-essential personnel and visitors from your facilities
10. Activate Joint Information System/Center to provide fast, accurate, coordinated, timely, understandable, and appropriate (FACTUAL) emergency information to internal and external audiences
11. Perform incident notification to board members and key stakeholders as dictated by your emergency response plan
12. Coordinate closing of public roads and facilities with local authorities
13. Increase security to maximum sustainable level to ensure absolute control of command, control and communications centers

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

In addition to this simple four-step summary communicating transit threat or hazard level, there is an additional category designating long-term recovery and service restoration

PURPLE – RECOVERY

“Service resumption, and repair/replacement of disaster losses”

When overseeing long-term recovery from an incident:

1. Activate (or hastily develop) Business Recovery Plan
2. Restore transit service
3. Repair or replace essential disaster-damaged facilities
4. Guard against secondary Attacks
5. Identify and implement corrective measures to reduce the likelihood of a repeat of the incident
6. Restore Public confidence by announcing new protective measures/lessons learned
7. Return to appropriate threat level indicator
8. Identify Short and Long Term Capital replacement needs, develop plans and detailed designs
9. Coordinate funding and other needs for transit system restoration with FTA/state Department of Transportation
10. Complete an *After Action Report*

7.7 INTERNAL AND EXTERNAL CONTACT LISTS

**7.12 COMPLETED FTA TOP 20
SECURITY PROGRAM ACTION ITEMS
FOR TRANSIT AGENCIES:
SELF-ASSESSMENT CHECKLIST**

FTA Top 20 Security Program Action Items for Transit Agencies: Self-Assessment Checklist

Notice: This document is disseminated by the Department of Transportation in the interest of information exchange. The United States Government assumes no liability for its contents or use thereof.

Management and Accountability

1. Written security program and emergency management plans are established.

Baseline Practices:

- Does a System Security Plan exist?
- Does an Emergency Management Plan exist?
- Do standard and emergency operations procedures (SOPs/EOPs) for each mode operated, including operations control centers, exist?

Exemplary Practices:

- Do Continuity of Operations Plans exist?
- Does a Business Recovery Plan (administration, computer systems, operations, etc.) exist?

2. The security and emergency management plans are updated to reflect anti-terrorist measures and any current threat conditions.

Baseline Practices:

- What is the date of the latest update?
- Are security plans reviewed at least annually?
- Are reviews and changes to the plans documented?
- Does the plan now include weapons of mass destruction protocols?

3. The security and emergency management plans are an integrated system security program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems.

Baseline Practices:

- Are emergency management plans integrated with the regional emergency management authority plans?
- Do management & staff participate in planning and conducting emergency security activities (e.g., drills, committees, etc.)?
- Does management coordinate with the FTA regional office?
- Are mutual aid agreements with other regional public agencies (e.g., local

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

government, fire, police, other transit agencies, etc.) approved and signed?

- Does an inter-departmental program review committee exist and address security issues?

Exemplary Practice:

- Is security design criteria/CP TED included in system security program plan?*

4. The security and emergency management plans are signed, endorsed and approved by top management.

Baseline Practices:

- Is there a policy statement emphasizing the importance of the security plan?
- Is the security plan approved and signed by the top official?

5. The security and emergency management programs are assigned to a senior level manager.

Baseline Practices:

- What are the name and title of the security program manager?
- Is there a current organizational chart identifying the reporting structure for the security program manager?

6. Security responsibilities are defined and delegated from management through to the front line employees.

Baseline Practices:

- Are security plans distributed to appropriate departments in the organization?
- Do regular senior and middle management security coordinating meetings occur?
- Do informational briefings occur whenever security protocols are substantially updated?
- Are lines of delegated authority/succession of security responsibilities established and known?

~~7. All operations and maintenance supervisors, forepersons, and managers are held accountable for security issues under their control~~

Baseline Practices:

- Are regular supervisor and foreperson security review & coordinating briefings held?
- Does a security breach reporting system exist and are reports addressed through the security program review Committee?
- Is facility security (e.g., perimeter/access control) supervision compliance monitored on a regular basis?

Security Problem Identification

8. A threat and vulnerability assessment resolution process is established and used.

Baseline Practices:

- Does a threat and vulnerability process exist and is it documented?
- Is a threat and vulnerability assessment conducted whenever a new asset/facility is added to the system?
- Have management & staff responsible for managing the threat and vulnerability assessment process received adequate training?
- Is the threat and vulnerability process used to prioritize security investments?

9. Security sensitive intelligence information sharing is improved by joining the FBI Joint Terrorism Task Force (JTTF) or other regional anti-terrorism task force; the Surface Transportation Intelligence Sharing & Analysis Center (ISAC); and security information is reported through the National Transit Database (NTD).

Baseline Practices:

- Does the transit agency participate in its region's JTTF or coordinate with key police and intelligence agencies?
- Has the transit agency joined the ST-ISAC?
- Does the transit agency provide security information to the National Transit Database?

Employee Selection

10. Background investigations are conducted on all new front-line operations and maintenance employees (i.e., criminal history and motor vehicle records).

Baseline Practices:

- Are background checks conducted consistent with state and local laws?
- Is the background investigation process documented?

11. Criteria for background investigations are established.

Baseline Practice:

- Are the criteria for background checks by employee type (operator, maintenance, safety/security sensitive, contractor, etc.) documented?

Training

- 12. Security orientation or awareness materials are provided to all front-line employees.**

Baseline Practices:

- Are security orientation and awareness training materials updated to include counter-terrorism/WMD information?
- Is there a system in place to track who received what training when?

Exemplary Practice:

- Are security awareness pocket guides distributed to all front-line employees?*

- 13. Ongoing training programs on safety, security and emergency procedures by work area are provided.**

Baseline Practices:

- Are training programs, materials and informational briefings tailored to specific work groups' activities?
- Are training program campaigns held whenever there are substantial updates to security and emergency management plans?

- 14. Public awareness materials are developed and distributed on a system wide basis.**

Baseline Practice:

- Are security awareness print materials prominently displayed throughout the system (e.g., channel cards, posters, fliers, etc.)?
- Is the transit agency participating in the industry's Transit Watch program?

Audits and Drills

-
- 15. Periodic audits of security policies and procedures are conducted.**

Baseline Practices:

- Are audits conducted periodically?
- Is there a disposition process for handling the findings and recommendations from the audits?

- 16. Tabletop and functional drills are conducted at least once every six months and full-scale exercises, coordinated with regional emergency response providers, are performed at least annually.**

Baseline Practices:

- Are tabletop exercises conducted at least every six months?

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Does the agency participate in full-scale, regional field drills, held at least annually?
- Are tabletop and drill dc-briefings conducted?
- Are after-action reports produced and reviewed for all tabletop exercises and field drills?
- Are plans, protocols and processes updated to reflect after-action report recommendations/findings?

Document Control

17. Access to documents of security critical systems and facilities are controlled.

Baseline Practice:

- Have security critical systems, such as tunnel HVAC systems and intrusion alarm detection systems, been identified and documented?

Exemplary Practices:

- Is access to security critical systems' documents controlled?*
- Is there an identified department/person responsible/or administering the policy?*
- Do regular security committee meetings/briefings include reviewing document control compliance issues?*

18. Access to security sensitive documents is controlled.

Baseline Practice:

- Have security sensitive information (SSI) documents, such as security plans and protocols, been identified?

Exemplary Practices:

- Is there a documented policy for designating and properly handling SSI documents?*
- Do regular security committee meetings/briefings include reviews o/SSI related matters?*

Access Control

19. Background investigations are conducted of contractors or others who require access to security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities.

Baseline Practices:

- Have security critical facilities been identified?
- Is the contractor background investigation process documented?
- Is the quality control of the process monitored on a regular basis?
- Are the criteria for contractor background checks documented?

- Are ID badges used for employee access control? (both policy and actual practice)
- Are ID badges used for visitors and contractors? (both policy and actual practice)

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN TEMPLATE

- Have security critical facilities been identified?
- Are there documented policies for restricting access to security critical facilities?

Homeland Security

20. Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels.

Baseline Practices:

- HSAS threat advisory levels process integrated into security plans and standard/emergency operating procedures
- Are specific protective measures defined and developed?

Notes:

(1) This checklist covers all modes directly operated by the transit agency (e.g., bus, light rail, heavy rail, etc.), and under contract operation (e.g., paratransit, fixed route bus, vanpools, etc.).

(2) Baseline Practices are considered the minimum requirements needed to meet the overall security action item; Exemplary practices are additional/supplemental activities associated with exceeding the minimum requirements and are candidates for industry best practices.

(3) Additional informational resources/references are available at "FTA Top 20 Security Program Action Items for Transit Agencies" website:
<http://transit-safety.volpe.dot.gov/security/SecurityInitiatives/Top20>

**7.14 EVALUATION FORM FOR TRANSIT
INCIDENTS**



FROM: Southland Transit, Inc.
3650 Rockwell Avenue
El Monte, CA 91731

BILLED TO: Los Angeles County Dept. of Public Works
900 S. Fremont
Alhambra, Ca. 91802

INVOICE # LAC-WHIT Apr-12

MONTHLY CONTRACTOR INVOICE

Month: April-12

PROJECT: WHITTIER et al Paratransit Service

Payment Categories:

	Hours	Rate	Total
1 WHITTIER ET AL DIAL-A-RIDE SERVICE COUNTY owned vehicles	1,218.69	\$ 46.14	\$ 56,230.36
WHITTIER ET AL DIAL-A-RIDE SERVICE SOUTHLAND owned vehicles (GASOLINE)	0.25	\$ 50.39	\$ 12.60
WHITTIER ET AL DIAL-A-RIDE SERVICE COUNTY owned vehicles (PROPANE)	137.47	\$ 45.51	\$ 6,256.26
Taxi Service	337.58	\$ 2.30	\$ 776.43
Fare Box			\$ (1,547.00)
		Total Service Sub-total	\$ 64,822.65
Vehicle Lease @\$1.00 per vehicle			\$ (11.00)
Liquidated damages not meeting 2.5 passenger per revenue HR			\$ (500.00)
		Service Sub-Total less farebox	\$ 63,275.65
		Farebox/Liquidated Damages/Lease	\$ (2,058.00)

MONTHLY TOTAL 61,217.65

Authorized Signature
Sophorn Srey - Project Manager

12/14/2012
Date

Southland Transit, Inc.
 Los Angeles County Whittier Dial-A-Ride

NTD / SECTION 15 REPORT INFORMATION
 MONTH: Apr-12

SECTION 15 STATS

	TOTALS	WEEKDAYS	SATURDAY	SUNDAY
TOTAL VEHICLE MILES	22818	21297	846	675
TOTAL VEHICLE HOURS	1,522.97	1,419.86	57.96	45.15
TOTAL VEHICLE REVENUE MILES	18916	17774	650	492
TOTAL VEHICLE REVENUE HOURS	1,325.75	1,238.22	51.80	35.73

UNLINKED PASSENGER TRIPS	3247	3062	103	82
PASSENGER MILES	16621	15892	388	341

TOTAL OPERATING EXPENSES

61,217.65

TOTAL NUMBER OF ROAD CALLS

0

TOTAL NUMBER OF ACCIDENTS

0

APRIL

Date	Vehicle 162			Vehicle 168			Vehicle 177			Vehicle L-189			Vehicle L-190			Vehicle L-191			Vehicle L-192			Vehicle L-193			Vehicle 194			Vehicle L-195			Vehicle 197		
	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid	Gas	Oil	Trans Fluid			
1																																	
2	7.93			9.45			9.23			9.89			2.35																				
3	11.4			9.4					7.33			10			10.8			10.9															
4	12.2			11.9					17.1			5.1			10			8.26															
5	8.49			11.7					9.17			11.3			9.83			10.6															
6	8.13			13.3					8.78			13.2			10.4			8.17															
7												3.57						9.44															
8												13.1			9.47			7.14															
9	13.9						12.8					13.1			10.4			10.1															
10	10.2						11.9			15.7		8.53			10.4			6.49															
11							11.2			11.6		9.97			9.14			7.98															
12	11.5						11.2			11.2		10.2			9.63			7.81															
13							11.6			9.8		8.48			7.61			6.89															
14	9.91																	4.76															
15																		11.5															
16							11.4			9.01		13.2			10.5			10.7															
17	13.6						12					7.04			11.9			10.3															
18	11.5						13.6			16.6		12.3			10.8			8.57															
19	9.23						10.7			9.73		11.7			10			10.3															
20	8.49						12.9			14.1		7.15			9.52			8.6															
21	13.5											11.7																					
22																		5.05															
23	8.52						11.1			14.1		11.1			8.86			10.5															
24	8.3						11.3			11.5		9.91			11.4			8.45															
25	8.31						12.1			12.1		11			9.7			6.5															
26	8.22						10.5			9.34		9.25			8.65			12.6															
27	9.19						11.1			10.1		9.8			9			6.91															
28	14.8														8.82			3.87															
29							11.1					10.7			10.7			9.76															
30	8.29									14.7																							
31																																	
MONTHLY TOTAL			215.62	55.81			195.85			222.55			232.78			216.36			211.27			218.26			198.29			236.27			64.96		

Total Gallons:

2068.02

Whittier #L204 Daily Propane Log

SHIFT ONE				SHIFT TWO			
DATE	AMOUNT (GALLONS)	\$\$\$ PER GALLON	TOTAL COST		AMOUNT (GALLONS)	\$\$\$ PER GALLON	TOTAL COST
04/01/12			\$0.00				\$0.00
04/02/12	23.7	1.76	\$41.71				\$0.00
04/03/12			\$0.00				\$0.00
04/04/12	23.2	1.76	\$40.83				\$0.00
04/05/12	8.2	1.76	\$14.43				\$0.00
04/06/12	21.5	1.76	\$37.84				\$0.00
04/07/12			\$0.00				\$0.00
04/08/12			\$0.00				\$0.00
04/09/12	25.4	1.76	\$44.70				\$0.00
04/10/12	4.0	1.76	\$7.04				\$0.00
04/11/12	22.6	1.76	\$39.78				\$0.00
04/12/12	3.9	1.76	\$6.86				\$0.00
04/13/12	22.4	1.76	\$39.42				\$0.00
04/14/12			\$0.00				\$0.00
04/15/12			\$0.00				\$0.00
04/16/12	0.6	1.76	\$1.06				\$0.00
04/17/12	4.7	1.76	\$8.27				\$0.00
04/18/12			\$0.00				\$0.00
04/19/12	8.6	1.76	\$15.14				\$0.00
04/20/12			\$0.00				\$0.00
04/21/12			\$0.00				\$0.00
04/22/12			\$0.00				\$0.00
04/23/12	20.0	1.76	\$35.20				\$0.00
04/24/12			\$0.00				\$0.00
04/25/12			\$0.00				\$0.00
04/26/12	22.7	1.76	\$39.95				\$0.00
04/27/12	6.6	1.76	\$11.62				\$0.00
04/28/12			\$0.00				\$0.00
04/29/12			\$0.00				\$0.00
04/30/12	22.6	1.76	\$39.78				\$0.00
TOTALS	240.70		\$423.63		0.00		\$0.00
SHIFT TOTALS	240.70	\$ 28.16	\$423.63				
AVERAGE	15.04	\$ 1.76	\$ 26.48		Total Gal:		Total Cost:
					240.70		\$423.63

VID	DATE	TIME	PARTS	OUTSIDE	ODD	TYPE	TASK
L162	4/6/12	0.5	\$0.00	\$0.00	130,220	VOR	PERFORMED WEEKLY INSPECTION.
L162	4/9/12	0.5	\$0.00	\$0.00	130,614	VOR	R/CALL REPAIR : DIAGNOSTIC CHECK FOR NO START & PROBLEM WAS DRIVER FAILED TO FUEL VEHICLE. ADDED FUEL & UNIT STARTED UP, OK FOR SERVICE.
L162	4/9/12	1.2	\$0.00	\$90.00	130,614	R/CALL	DRIVER CALLED FROM AVOCADO HILL & COLIMA STREETS STATING NO START. REPORTING MECHANIC CHECKED UNIT & IT CRANKED BUT WOULDN'T TURN OVER. MECHANIC HAD VEHICLE TOWED TO YARD FOR INSPECTION.
L162	4/13/12	1.0	\$6.71	\$0.00	170,220	VOR	ROLL OUT : ADJUSTED PASSENGER SIDE WIPER MOTOR AND REPLACED TWO WIPER BLADES.
L162	4/16/12	0.5	\$0.00	\$0.00	130,380	VOR	PERFORMED WEEKLY INSPECTION.
L162	4/20/12	4.3	\$63.83	\$0.00	130,647	VOR	ROAD OUT REPAIRS CHECK AND FOUND FAN COOLING MOTOR NOT WORKING., REPLACED RIGHT SIDE FAN MOTOR.
L162	4/23/12	0.5	\$0.00	\$0.00	130,807	VOR	PERFORMED WEEKLY INSPECTION.
L162	4/27/12	0.5	\$0.00	\$0.00	131,055	VOR	PERFORMED WEEKLY INSPECTION.
L162 Total		8.9	\$70.54	\$90.00			
L168	4/4/12	0.5	\$28.97	\$0.00	213,905	VOR	REPLACED CORNER LIGHT LEFT SIDE.
L168 Total		0.5	\$28.97	\$0.00			
L177	4/5/12	0.8	\$77.87	\$0.00	199,040	VOR	REPLACED BATTERY..
L177	4/6/12	0.5	\$0.00	\$0.00	199,043	VOR	PERFORMED WEEKLY INSPECTION.
L177	4/8/12	0.5	\$0.00	\$0.00	199,043	VOR	JUMP START UNIT AND REMOVED TO REPAIR RIGHT REAR TIRE AND REINSTALLED.
L177	4/13/12	0.3	\$3.67	\$0.00	199,615	VOR	ROLL OUT FOLLOW UP, ADDED MOTOR OIL.
L177	4/16/12	0.5	\$0.00	\$0.00		VOR	PERFORMED WEEKLY INSPECTION.
L177	4/23/12	0.5	\$0.00	\$0.00	200,640	VOR	PERFORMED WEEKLY INSPECTION.
L177	4/24/12	0.5	\$5.48	\$0.00	200,641	VOR	ROLL-OUT : REPLACED BOTH FRONT WINDSHIELD WIPER BLADES.
L177	4/26/12	1.5	\$0.00	\$0.00	201,081	DVI	DVI#151107,CHECK ENGINE LIGHT ON : SCANNED ENGINE FOR DTC'S FOUND CODE P0420 UNIT RUNNING LEAN, FOUND UNIT WILL NEED CATALYTIC CONVERTER.
L177	4/27/12	0.5	\$0.00	\$0.00	201,204	VOR	PERFORMED WEEKLY INSPECTION.
L177	4/27/12	1.7	\$0.00	\$0.00	229,019	DVI	DVI#151219,FRONT A/C BLOWER MOTOR OPERATION CHECK AND FOUND CHECK VALVE NOT WORKING PROPERLY, PART ON ORDER.
L177	4/27/12	2.0	\$0.00	\$0.00	229,019	DVI	DVI#151219,ENGINE SHUTTING DOWN, CHECK VACUUM HOSE AND ALL CONNECTION, FOUND NOT PROBLEMS.
L177	4/28/12	1.3	\$110.02	\$0.00	201,205	VOR	DVI REPAIRS : PASSENGER WINDOW NOT WORKING. CHECK AND FOUND WINDOW SWITCH BURNT. REPLACED DRIVER & PASSENGER SIDE WINDOW SWITCHES.
L177	4/28/12	0.3	\$3.06	\$0.00	201,205	VOR	REPLACED REAR WINDSHIELD WIPER BLADE.
L177	4/28/12	0.3	\$10.01	\$0.00	201,205	VOR	REPLACED FIRE EXTINGUISHER UNIT.
L177	4/28/12	0.5	\$51.46	\$0.00	201,205	VOR	REPLACED TRANSMISSION MOUNT.
L177	4/28/12	0.5	\$59.54	\$0.00	201,205	VOR	REPLACED RIGHT FRONT TIRE.
L177	4/28/12	1.0	\$30.61	\$0.00	201,205	VOR	REPLACED FRONT BRAKE PADS.
L177	4/28/12	2.5	\$19.78	\$0.00	201,205	LOF / RM	1. LOF: ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition
L177 Total		15.5	\$371.50	\$0.00			
L189	4/3/12	0.8	\$0.00	\$0.00	106,368	VOR	SERVICE & LOAD TESTED BATTERY.
L189	4/3/12	2.5	\$24.00	\$0.00	106,368	LOF / RM	1. LOF: ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition
L189	4/6/12	0.5	\$0.00	\$0.00	106,744	VOR	PERFORMED WEEKLY INSPECTION.
L189	4/13/12	0.5	\$0.00	\$0.00	107,357	VOR	PERFORMED WEEKLY INSPECTION.
L189	4/20/12	0.5	\$0.00	\$0.00	107,954	VOR	PERFORMED WEEKLY INSPECTION.
L189	4/27/12	0.5	\$0.00	\$0.00	108,617	VOR	PERFORMED WEEKLY INSPECTION.
L189 Total		5.3	\$24.00	\$0.00			
L190	4/6/12	0.5	\$0.00	\$0.00	112,695	VOR	PERFORMED WEEKLY INSPECTION.
L190	4/12/12	1.0	\$0.00	\$0.00	113,205	DVI	DVI#150297-CHECK OIL, CLEAN UNDER OIL FILTER BASE, FOUND NO OIL LEAK.
L190	4/15/12	1.0	\$14.81	\$0.00	113,360	DVI	DVI#15019 : DRIVER REPORTED OIL LEAK. CHECKED & REPLACED OIL FILTER HOUSING GASKET & ADDED MOTOR OIL AS NEEDED.
L190	4/16/12	0.5	\$0.00	\$0.00	113,523	VOR	PERFORMED WEEKLY INSPECTION.
L190	4/18/12	0.7	\$20.61	\$0.00	113,752	VOR	CHANGED ENGINE OIL.
L190	4/20/12	0.5	\$0.00	\$0.00	114,028	VOR	PERFORMED WEEKLY INSPECTION.

L190	4/22/12	1.5	\$0.00	\$0.00	114,136	PMI	1. INSPECT ALL FLUIDS ___ A. Check all fluid levels & top as needed ___ B. Check ATF - level - condition ___ C. Lubricate ALL suspension grease fittings
L190	4/27/12	0.5	\$0.00	\$0.00	114,767	VOR	PERFORMED WEEKLY INSPECTION.
L190	4/27/12	0.4	\$0.00	\$0.00	114,767	VOR	WEEKLY INSPECTION REPAIRS, CHECK AND FOUND LEFT REAR TIRE FLAT. REPAIR AND REINSTALLED.
L190 Total		6.6	\$35.42	\$0.00			
L191	4/6/12	0.5	\$0.00	\$0.00		VOR	PERFORMED WEEKLY INSPECTION.
L191	4/13/12	10.0	\$3.19	\$0.00	132,364	VOR	INSPECTION FOLLOW UP, ADDED MOTOR OIL.
L191	4/13/12	0.5	\$0.00	\$0.00	132,364	VOR	PERFORMED WEEKLY INSPECTION.
L191	4/19/12	2.5	\$27.08	\$0.00	132,903	LOF / RM	1. LOF: ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition
L191	4/19/12	1.0	\$39.08	\$0.00	132,902	VOR	PMI REPAIRS : REMOVED FRONT TIRES AND REPLACED FRONT BRAKE PADS.
L191	4/23/12	0.5	\$0.00	\$0.00	133,149	VOR	PERFORMED WEEKLY INSPECTION.
L191	4/27/12	0.5	\$0.00	\$0.00	133,672	VOR	PERFORMED WEEKLY INSPECTION.
L191 Total		15.5	\$69.35	\$0.00			
L192	4/3/12	0.5	\$0.00	\$0.00	115,989	VOR	ROLL-OUT : JUMP START UNIT.
L192	4/6/12	0.5	\$0.00	\$0.00	116,504	VOR	PERFORMED WEEKLY INSPECTION.
L192	4/13/12	0.8	\$39.69	\$0.00	117,192	VOR	PMI FOLLOW UPS : REPLACED FRONT BRAKE PADS.
L192	4/13/12	0.5	\$0.00	\$0.00	117,191	VOR	PERFORMED WEEKLY INSPECTION.
L192	4/20/12	0.5	\$0.00	\$0.00	118,061	VOR	PERFORMED WEEKLY INSPECTION.
L192	4/21/12	0.8	\$198.45	\$0.00	118,061	VOR	PMI REPAIRS, REPLACED RIGHT OUTER TIRE.
L192	4/21/12	1.0	\$77.10	\$0.00	118,061	VOR	PMI REPAIRS, REPLACED REAR SHOCKS.
L192	4/21/12	1.0	\$198.45	\$0.00	118,061	VOR	PMI REPAIRS; REPLACED FRONT TIRES.
L192	4/21/12	1.5	\$123.63	\$0.00	118,061	VOR	REPLACED REAR STABILIZER BUSHINGS & AIR RIDE SHOCKS.
L192	4/27/12	0.5	\$0.00	\$0.00	118,719	VOR	PERFORMED WEEKLY INSPECTION.
L192	4/30/12	0.3	\$20.02	\$0.00	118,912	VOR	REPLACED AIR FILTER.
L192	4/30/12	1.5	\$0.00	\$0.00	118,912	PMI	1. INSPECTION: ___ A. Check all fluid levels & top as needed ___ B. Check ATF - level - condition ___ C. Lubricate ALL Chassis
L192 Total		9.3	\$657.34	\$0.00			
L193	4/1/12	1.0	\$39.69	\$0.00	109,681	VOR	REPLACED FRONT BRAKE PADS.
L193	4/1/12	1.0	\$120.12	\$0.00	109,681	VOR	REPLACED MASTER CYLINDER.
L193	4/1/12	1.7	\$145.45	\$0.00	109,681	VOR	REPLACED LEFT FRONT HUB BEARING.
L193	4/6/12	0.5	\$0.00	\$0.00	110,319	VOR	PERFORMED WEEKLY INSPECTION.
L193	4/13/12	1.5	\$0.00	\$0.00	111,063	PMI	1. INSPECT ALL FLUIDS ___ A. Check all fluid levels & top as needed ___ B. Check ATF - level - condition ___ C. Lubricate ALL suspension grease fittings
L193	4/15/12	0.5	\$0.00	\$0.00	111,064	DVI	DVI#150225, #150335 : DRIVER REPORTED W/C INOP. CHECKED & REPLACED WHEELCHAIR CABLE. (NOTE ; NO CHARGE ON THE CABLE).
L193	4/15/12	1.0	\$165.38	\$0.00	111,064	VOR	ROLL-OUT : REPLACED BOTH FRONT TIRES.
L193	4/16/12	0.5	\$0.00	\$0.00	111,219	VOR	PERFORMED WEEKLY INSPECTION.
L193	4/18/12	0.7	\$20.61	\$0.00	111,516	VOR	CHANGED ENGINE OIL.
L193	4/20/12	1.0	\$0.00	\$0.00	111,637	VOR	PMI REPAIRS, REPLACED MOTOR MOUNT.
L193	4/23/12	0.5	\$0.00	\$0.00	112,020	VOR	PERFORMED WEEKLY INSPECTION.
L193	4/27/12	0.5	\$0.00	\$0.00	112,540	VOR	PERFORMED WEEKLY INSPECTION.
L193 Total		10.3	\$491.25	\$0.00			
L194	4/1/12	2.5	\$19.70	\$0.00	105,869	LOF / RM	1. LOF: ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition
L194	4/6/12	0.5	\$0.00	\$0.00	106,431	VOR	PERFORMED WEEKLY INSPECTION.
L194	4/9/12	0.3	\$1.55	\$0.00	106,558	DVI	DVI#99899 : DRIVER REPORTED SIGNAL LIGHT OUT. CHECKED & REPLACED RIGHT REAR TURN SIGNAL LIGHT BULB.
L194	4/12/12	0.8	\$93.71	\$0.00	106,961	VOR	REPLACED LEFT FRONT TIRE.
L194	4/12/12	4.0	\$178.31	\$0.00	106,961	VOR	REPLACED RACK AND PINION AND ADDED POWER STEERING FLUID.
L194	4/13/12	0.5	\$0.00	\$0.00	107,035	VOR	PERFORMED WEEKLY INSPECTION.
L194	4/14/12	1.0	\$0.00	\$140.00	107,035	VOR	VEHICLE WAS SENT TO THE IMAGE FOR REPAIR; REPLACED HANGER KIT#1040.
L194	4/20/12	0.5	\$0.00	\$0.00	107,771	VOR	PERFORMED WEEKLY INSPECTION.
L194	4/27/12	0.5	\$0.00	\$0.00	108,510	VOR	PERFORMED WEEKLY INSPECTION.

L194	4/30/12	1.5	\$0.00	\$0.00	108,740	PMI	1. INSPECT ALL FLUIDS ___ A. Check all fluid levels & top as needed ___ B. Check ATF - level - condition ___ C. Lubricate ALL suspension grease fittings
L194 Total		12.1	\$293.27	\$140.00			
L195	4/3/12	0.3	\$10.01	\$0.00	126,913	VOR	REPLACED FIRE EXTINGUISHER.
L195	4/3/12	0.5	\$6.40	\$0.00	126,913	VOR	REPLACED AIR FILTER.
L195	4/3/12	2.0	\$0.00	\$0.00	126,913	PMI	1. INSPECTION "A" SERVICE ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition ___ D. Lubricate ALL suspension grease fittings ___ E. Inspect Engine, Transaxle, and Cooling system for leak
L195	4/6/12	0.5	\$0.00	\$0.00	127,868	VOR	PERFORMED WEEKLY INSPECTION.
L195	4/11/12	0.3	\$0.00	\$0.00	127,228	VOR	ROLL OUT : NO START. JUMP STARTED VEHICLE.
L195	4/16/12	0.5	\$0.00	\$0.00	128,128	VOR	PERFORMED WEEKLY INSPECTION.
L195	4/17/12	1.5	\$0.00	\$0.00	128,294	DVI	DVI#150508-DVI REPAIRS, CHECK CHANGE OIL SOON LIGHT ON. CHECK AND ALL IS UP TO DATE.
L195	4/23/12	0.5	\$0.00	\$0.00	128,977	VOR	PERFORMED WEEKLY INSPECTION.
L195	4/27/12	0.5	\$0.00	\$0.00	129,625	VOR	PERFORMED WEEKLY INSPECTION.
L195	4/30/12	0.5	\$6.40	\$0.00	129,793	VOR	REPLACED AIR FILTER.
L195	4/30/12	0.8	\$0.00	\$0.00	129,793	VOR	SERVICE & LOAD TEST BATTERY.
L195	4/30/12	1.0	\$198.45	\$0.00	129,793	VOR	REPLACED BOTH FRONT TIRES.
L195	4/30/12	2.5	\$17.78	\$0.00	129,793	LOF / RM	1. LOF: ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level - condition
L195 Total		11.3	\$239.04	\$0.00			
L197	4/6/12	0.5	\$0.00	\$0.00	212,255	VOR	PERFORMED WEEKLY INSPECTION.
L197	4/15/12	1.5	\$0.00	\$0.00	212,433	PMI	1. INSPECT ALL FLUIDS ___ A. Check all fluid levels & top as needed ___ B. Check ATF - level - condition ___ C. Lubricate ALL suspension grease fittings
L197	4/16/12	0.5	\$0.00	\$0.00	212,479	VOR	PERFORMED WEEKLY INSPECTION.
L197	4/23/12	0.5	\$0.00	\$0.00	212,706	VOR	PERFORMED WEEKLY INSPECTION.
L197	4/24/12	1.3	\$0.00	\$0.00	212,720	VOR	ROLL OUT REPAIRS, CHECK WHEELCHAIR RAMP NOT WORKING. FOUND DOOR HANDLE BOLT BROKEN. REMOVED DOOR PANEL AND INSTALLED TWO BOLTS. CHECKED WORK OK.
L197	4/27/12	0.3	\$0.46	\$0.00	212,804	VOR	REPAIR : REPLACED LICENSE PLATE LIGHT BULB .
L197	4/27/12	0.5	\$0.00	\$0.00	212,804	VOR	PERFORMED WEEKLY INSPECTION.
L197	4/27/12	0.3	\$0.00	\$0.00	212,804	VOR	WEEKLY INSPECTION REPAIRS, CHECK AND FOUND LICENSE PLATE LIGHT BULB BURNT. REPLACED LIGHT BULB OK.
L197 Total		5.3	\$0.46	\$0.00			
L204	4/4/12	3.5	\$32.92	\$0.00	27,413	LOF / RM	1. LOF/45-DAY INSPECTION ___ A. Change Engine oil & filter ___ B. Check all fluid levels & top as needed ___ C. Check ATF - level
L204	4/12/12	0.5	\$0.00	\$0.00	28,054	VOR	ROLL-OUT : RELOCATED, TIGHTENED, & ADJUSTED TAIL PIPE & CLAMPS.
L204	4/13/12	0.8	\$0.00	\$0.00	28,151	VOR	ROAD CALL REPAIR : REINSTALLED SERPENTINE BELT AND REALIGN BELT TO A/C COMPRESSOR PULLEY.
L204	4/13/12	3.0	\$0.00	\$0.00	28,151	R/CALL	ROAD CALL, WENT TO 7TH AND CLARK FOR UNIT DIE OUT. FOUND SERPENTINE BELT CAME OFF PULLEY, REINSTALLED BELT AND DROVE BUS TO SHOP FOR MORE REPAIRS.
L204	4/16/12	0.5	\$0.00	\$0.00	28,152	VOR	PERFORMED WEEKLY INSPECTION.
L204	4/19/12	0.5	\$0.00	\$0.00	28,190	DVI	DVI#99846-REPAIRS,REPLACED EMERGENCY WINDOW LATCH.
L204	4/25/12	1.3	\$325.24	\$0.00	28,386	DVI	DVI#151228-REPAIRS,INSTALLED ALTERNATOR CHECK AND IS OK.
L204	4/25/12	1.5	\$0.00	\$0.00	28,386	DVI	DVI#151228-REPAIRS,CHECK UNIT FOR BATTERY LIGHT ON, FOUND ALTERNATOR NOT CHARGING, REMOVED ALTERNATOR. PARTS IN ORDER.
L204	4/27/12	0.5	\$0.00	\$0.00	28,417	VOR	PERFORMED WEEKLY INSPECTION.
L204 Total		12.0	\$358.16	\$0.00			
L205	4/4/12	3.0	\$57.88	\$0.00	26,161	VOR	REPLACED REAR BRAKE PADS .
L205	4/12/12	0.8	\$0.00	\$0.00	26,513	DVI	DVR # 150307 : DRIVER REPORTED W/C LIFT INOP. CHECKED W/C LIFT OPERATION, PULLED OFF COVER FROM THE LIFT PUMP & ADJUSTED IT IN CORRECT PLACE. ADJUSTED & SECURED W/C LIFT HANDLES & RAILS.
L205	4/16/12	0.8	\$0.00	\$0.00	26,526	VOR	ROLL-OUT REPAIRS : NO START ; JUMP STARTED UNIT AND REPLACED BATTERY BOLT. (NOTE : BOLT NO CHARGE).
L205	4/16/12	0.5	\$0.00	\$0.00	26,639	VOR	PERFORMED WEEKLY INSPECTION.
L205	4/23/12	0.5	\$0.00	\$0.00	27,080	VOR	PERFORMED WEEKLY INSPECTION.

L205	4/27/12	0.3	\$4.04	\$0.00	27,316	VOR	ROLL OUT REPAIRS, UNIT NEEDS OIL, ADDED MOTOR OIL.
L205	4/27/12	0.5	\$0.00	\$0.00	27,434	VOR	PERFORMED WEEKLY INSPECTION.
L205 Total		6.3	\$61.92	\$0.00			
Grand Total		118.8	\$2,701.22	\$230.00			

OPS SHEET SERVICE: WHITTIER ET AL DIAL-A-RIDE SERVICE MONTH: April-12

Day	Date	TOTAL		NTD		NTD		NTD		SOUTHLAND		FUEL		TIME		LUNCH		NTD		LUNCH		MILES	
		Vehicle	Miles	Vehicle	Miles	Revenue	Vehicle	Miles	Revenue	Vehicle	Hours	Revenue	Vehicle	Hours	Miles	Hours	Revenue	Vehicle	Hours	Revenue	Vehicle	Hours	Miles
Sun	1	132.00	103.00	73.00	800.00	30.00	12.09	8.07	6.97	6.47	6.47	24.00	1.24	4.50	10.33	5.00	60.00						
Mon	2	1,093.00	964.00	816.00	800.00	164.00	82.42	68.35	60.52	60.43	60.43	59.00	3.74	4.50	10.33	60.00							
Tue	3	1,099.00	982.00	816.00	800.00	166.00	79.85	64.34	59.17	55.84	55.84	52.00	4.32	4.50	11.19	65.00							
Wed	4	996.00	861.00	715.00	800.00	146.00	74.97	55.39	55.39	53.63	53.63	71.00	3.78	4.00	9.83	64.00							
Thu	5	1,023.00	920.00	761.00	800.00	159.00	81.23	58.51	52.22	51.09	51.09	68.00	6.07	4.00	7.25	35.00							
Fri	6	1,152.00	1,042.00	880.00	800.00	162.00	81.23	61.09	61.09	60.71	60.71	63.00	4.62	4.50	8.19	47.00							
Sat	7	283.00	257.00	196.00	800.00	61.00	18.41	15.71	13.68	13.65	13.65	12.00	0.75	1.00	1.95	14.00							
Sun	8	1,722.00	1,411.00	1,088.00	800.00	33.00	12.17	9.49	7.21	7.26	7.26	14.00	0.88	1.00	1.91	17.00							
Mon	9	1,094.00	973.00	798.00	800.00	175.00	81.26	66.23	59.64	57.24	57.24	57.00	3.47	4.00	11.56	64.00							
Tue	10	1,155.00	1,039.00	873.00	800.00	166.00	82.06	66.26	60.26	58.61	58.61	78.00	4.20	4.50	9.28	38.00							
Wed	11	1,102.00	993.00	827.00	800.00	166.00	81.44	67.50	60.34	58.81	58.81	56.00	3.94	5.50	10.00	53.00							
Thu	12	1,124.00	1,025.00	869.00	800.00	156.00	81.65	67.70	61.47	58.68	58.68	59.00	3.91	4.50	10.04	40.00							
Fri	13	1,083.00	955.00	794.00	800.00	164.00	78.98	65.80	55.72	55.43	55.43	57.00	3.48	4.50	9.70	68.00							
Sat	14	228.00	215.00	170.00	800.00	45.00	18.00	15.02	12.85	13.48	13.48	5.00	0.42	1.00	2.56	8.00							
Sun	15	2,030.00	1,711.00	1,366.00	800.00	35.00	13.00	9.90	9.50	8.15	8.15	13.00	0.67	1.00	2.43	19.00							
Mon	16	1,174.00	1,056.00	885.00	800.00	171.00	82.04	68.94	59.70	59.50	59.50	70.00	4.24	4.50	8.86	48.00							
Tue	17	1,152.00	1,052.00	876.00	800.00	176.00	79.11	67.39	59.62	58.32	58.32	57.00	3.66	4.00	8.06	43.00							
Wed	18	1,175.00	1,054.00	868.00	800.00	186.00	84.40	70.45	64.25	62.62	62.62	71.00	4.83	4.50	9.12	50.00							
Thu	19	1,149.00	1,054.00	878.00	800.00	176.00	81.12	68.55	62.44	59.74	59.74	46.00	3.59	4.50	8.98	49.00							
Fri	20	1,190.00	1,067.00	882.00	800.00	185.00	84.18	70.21	61.50	60.87	60.87	63.00	4.77	4.50	9.20	60.00							
Sat	21	245.00	216.00	174.00	800.00	42.00	16.95	14.52	13.34	13.42	13.42	16.00	0.68	1.00	1.75	13.00							
Sun	22	1,750.00	1,470.00	1,080.00	800.00	39.00	12.59	8.75	8.68	7.66	7.66	13.00	1.17	1.00	2.67	15.00							
Mon	23	1,158.00	1,005.00	844.00	800.00	165.00	79.82	67.04	61.87	59.72	59.72	68.00	3.60	4.50	9.18	81.00							
Tue	24	1,230.00	1,104.00	931.00	800.00	173.00	84.14	71.03	64.90	62.48	62.48	60.00	4.38	4.50	8.73	66.00							
Wed	25	1,182.00	1,064.00	907.00	800.00	157.00	83.24	71.09	63.79	62.99	62.99	67.00	4.12	4.33	8.03	51.00							
Thu	26	1,094.00	984.00	811.00	800.00	173.00	82.18	68.79	58.47	59.36	59.36	54.00	3.91	4.50	9.48	56.00							
Fri	27	1,108.00	1,016.00	857.00	800.00	159.00	82.32	69.30	62.85	61.37	61.37	59.00	3.98	4.50	9.04	33.00							
Sat	28	229.00	158.00	110.00	800.00	48.00	18.45	12.71	10.56	11.35	11.35	15.00	0.59	1.00	3.15	56.00							
Sun	29	1,290.00	1,133.00	870.00	800.00	46.00	10.42	9.00	6.18	6.18	6.18	8.00	0.42	0.50	1.00	8.00							
Mon	30	1,184.00	1,080.00	902.00	800.00	178.00	81.91	70.28	62.33	60.78	60.78	54.00	3.66	4.50	7.57	50.00							
Tue	31	3,902.00	3,522.97	2,522.97	1,850.00	1,522.97	1,850.00	1,356.41	1,356.41	1,325.75	1,325.75	1,409.00	93.04	0.25	3.00	214.22	1,276.00						
Daily Av		126	59	59	610	126	59	44	44	43	43	45	3	3	7	41							

NTD TOTAL Vehicle Hours: 8.07, 68.35, 64.34, 61.36, 58.51, 52.22, 68.42, 15.71, 9.49, 81.26, 82.06, 81.44, 67.50, 67.70, 65.80, 15.02, 9.90, 82.04, 79.11, 84.40, 68.55, 81.12, 84.18, 16.95, 12.59, 8.75, 67.04, 71.03, 83.24, 71.09, 68.79, 82.18, 82.32, 18.45, 10.42, 9.00, 70.28

NTD Revenue: 73.00, 800.00, 816.00, 715.00, 761.00, 880.00, 196.00, 108.00, 798.00, 873.00, 827.00, 869.00, 794.00, 170.00, 136.00, 885.00, 876.00, 868.00, 878.00, 882.00, 174.00, 108.00, 844.00, 931.00, 907.00, 811.00, 857.00, 110.00, 67.00, 902.00

NTD Miles: 30.00, 164.00, 166.00, 146.00, 159.00, 162.00, 61.00, 33.00, 175.00, 166.00, 166.00, 156.00, 164.00, 45.00, 35.00, 171.00, 176.00, 186.00, 176.00, 185.00, 42.00, 39.00, 165.00, 173.00, 157.00, 173.00, 48.00, 46.00, 178.00

SOUTHLAND Revenue: 6.47, 60.43, 55.84, 53.63, 51.09, 60.71, 13.65, 7.21, 59.64, 60.26, 60.34, 61.47, 55.72, 12.85, 9.50, 59.70, 59.62, 64.25, 62.44, 61.50, 13.34, 7.66, 59.72, 62.48, 62.99, 59.36, 61.37, 11.35, 6.18, 60.78

FUEL Miles: 24.00, 59.00, 52.00, 71.00, 68.00, 63.00, 12.00, 14.00, 57.00, 78.00, 56.00, 59.00, 57.00, 13.00, 70.00, 57.00, 71.00, 46.00, 63.00, 16.00, 68.00, 60.00, 54.00, 59.00, 15.00, 8.00, 54.00

TIME Hours: 1.24, 3.74, 4.32, 3.78, 6.07, 4.62, 0.75, 0.88, 3.47, 4.20, 3.94, 3.91, 3.48, 0.42, 0.67, 4.24, 3.66, 4.83, 3.59, 4.77, 0.68, 1.17, 3.60, 4.38, 4.12, 3.91, 3.98, 0.59, 0.42, 3.66

LUNCH Hours: 4.50, 4.50, 4.00, 4.00, 4.50, 4.50, 1.00, 1.00, 4.00, 4.50, 5.50, 4.50, 4.50, 1.00, 4.50, 4.00, 4.50, 4.50, 4.50, 4.50, 1.00, 1.00, 4.50, 4.33, 4.50, 4.50, 1.00, 0.50, 4.50

NTD Revenue: 1,850.00, 1,522.97, 1,356.41, 1,356.41, 1,325.75, 1,325.75, 1,409.00, 93.04, 0.25, 3.00, 214.22, 1,276.00

NTD Miles: 126, 59, 59, 610, 126, 59, 44, 44, 43, 43, 45, 3, 3, 7, 41

Daily Av: 126, 59, 59, 610, 126, 59, 44, 44, 43, 43, 45, 3, 3, 7, 41

Fare Equivalents: 2.39

Estimated Fares: 2.45

Check: 1,356.16

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

HP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE T	OTHER PROGRAM(S) G	LOCATION CODE 525	SUBAREA S31	

TERMINAL NAME SOUTHLAND TRANSIT INC	TELEPHONE NUMBER (W/ AREA CODE) (626) 258-1310
---	--

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE) 3650 ROCKWELL AVE EL MONTE, CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE) 3650 ROCKWELL AVE EL MONTE, CA 91731	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 3650 ROCKWELL AVE EL MONTE, CA 91731
--	---

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES N/A	TRAILERS AND TYPES N/A	BUSES BY TYPE I- 47 II- 17	DRIVERS 86	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT N/A	HW VEH. N/A	HW CONT. N/A	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS) NONE
---	---

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) WAYNE SEALE	DAY TELEPHONE NO. (W/ AREA CODE) (626) 258-1310	NIGHT TELEPHONE NO. (W/ AREA CODE) (626) 258-1310
EMERGENCY CONTACT (NAME) JOLEEN JUDD	DAY TELEPHONE NO. (W/ AREA CODE) (626) 258-1310	NIGHT TELEPHONE NO. (W/ AREA CODE) (661) 492-1741

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2012]

<input type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 - 50,000	<input type="checkbox"/> C 50,001 - 100,000	<input type="checkbox"/> D 100,001 - 500,000	<input checked="" type="checkbox"/> E 500,001 - 1,000,000	<input type="checkbox"/> F 1,000,001 - 2,000,000	<input type="checkbox"/> G 2,000,001 - 5,000,000	<input type="checkbox"/> H 5,000,001 - 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
---	--	---	--	---	--	--	---	---

OPERATING AUTHORITIES OR PERMITS

PUC	<input type="checkbox"/> T N/A	<input checked="" type="checkbox"/> TCP 25224	<input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT	US DOT NUMBER N/A	<input type="checkbox"/> MC N/A	<input type="checkbox"/> MX	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION	

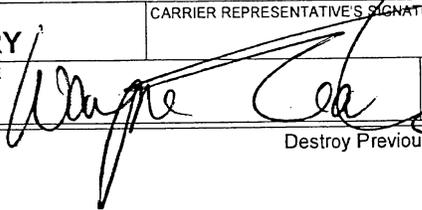
INSPECTION FINDINGS INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM		1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 UR 2 S 3 S 4 S
DRIVER RECORDS		No. 7 Time 4.0	No. 13 Time 3.0	No. 14 Time 8.5	TIME N/A	TOTAL TIME 15.5
DRIVER HOURS		HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No. N/A Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles 1 Units 0		
BRAKES		REMARKS				
LAMPS & SIGNALS	7					
CONNECTING DEVICES						
STEERING & SUSPENSION						
TIRES & WHEELS	1					
EQUIPMENT REQUIREMENTS	1					
CONTAINERS & TANKS						
HAZARDOUS MATERIALS						

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON - BIT <input type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL. 2 & 3	INSPECTION DATE(S) 5/7&8/13	TIME IN 0700	TIME OUT 1430
INSPECTED BY (NAME(S)) RICK JETER					ID NUMBER(S) A13407	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 16), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE 	DATE 5/8/2013
CARRIER REPRESENTATIVE'S PRINTED NAME WAYNE SEALE	TITLE DIR. OF MAINTENANCE	DRIVER LICENSE NUMBER STATE

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	5/7&8/13	THIS IS A CONTINUATION OF
		CHP 343
CARRIER NAME	SOUTHLAND TRANSIT INC	CA NUMBER
		216255
ADDRESS	3650 ROCKWELL AVE EL MONTE, CA 91731	FC NUMBER
		258682

REMARKS

13 CCR 1230(a) Vehicle #831 Ford License 55134A1 was placed out of service for an unsafe operating condition (Flat tire). Out of service condition was corrected at time of inspection and will not affect carrier's rating.

13 CCR 1233(a)(1) Carrier is in compliance at this time and the terminal is being rated "SATISFACTORY"

13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any of the carrier's terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

**CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
P.O. BOX 942898
SACRAMENTO, CA. 94298-0001**

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001791
Inspection Date: 05/07/2013
Start: 7:00:00 AM PT End: 7:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2007, CA, 8J08979, 3710, 1GBE4V1G77F423916, 17,500

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2; Right, Left; Chamber. Values: N/A, N/A, DISC, DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported. Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:
Odometer: 146441; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1; Beat/Sub
Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: JETER
Badge #: A13407
Copy Received By:
X _____ X _____



DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001792

Inspection Date: 05/07/2013

Start: 7:31:00 AM PT End: 8:00:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Bill of Lading:

Destination: NONE

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2005	CA	7N17238	3173	1FDXE45S95HB50128	6,372		18624612	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS : No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

Vehicle Information:

Odometer: 157314; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 16; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By:
JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001792

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001793

Inspection Date: 05/07/2013

Start: 8:01:00 AM PT End: 8:30:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

MilePost:

Shipper:

Highway:

Origin: NONE

Bill of Lading:

County: LOS ANGELES, CA

Destination: NONE

Cargo:

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1 BU FORD 2001 CA 1049185 LP91 1FDXE40S1XHC18433 14,050 18624611

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, 2, N/A, N/A, N/A, N/A, DISC, DISC

VIOLATIONS

Table with columns: Vio Code, Section, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Row 1: 393.9, 24252(a) VC, 1, N, N, N, Required lamp(s) inoperative. Right side, stairwell lamp inoperative. (Replaced)

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 485387; File Code Number: 258682; Fuel Type: 1; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: J. JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001793

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001794
Inspection Date: 05/07/2013
Start: 8:31:00 AM PT End: 9:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255
Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2006, CA, 8A81797, 4416, 1FDXE45SX6HA88644, 14,050, 16964508, 18624610

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Rows for Axle 1 and 2, Right and Left sides, Chamber type (DISC).

VIOLATIONS

Table with columns: Vio Code, Section, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Row 1: 393.11, 24606(a) VC, 1, N, N, N, Backup lamp required. Left side reverse lamp inoperative. (Repaired)

azMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 238327; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001794

X _____ X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001795

Inspection Date: 05/07/2013

Start: 9:01:00 AM PT End: 9:30:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.

3650 ROCKWELL AVE

EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Bill of Lading:

Destination: NONE

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	THMS	2003	CA	1175518	500	5DF232GB83JA46800	28,580		18624613	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	WEDG	WEDG

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

Additional Information:

Odometer: 237877; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 26; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By:

JETER

Badge #:

A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001795

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001796
Inspection Date: 05/07/2013
Start: 9:30:00 AM PT End: 10:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255
Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, THMS, 2004, CA, 1175644, 44, 5DF232GB74JA59166, 28,580, 18624614

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2. Rows: Right (N/A, N/A), Left (N/A, N/A), Chamber (WEDG, WEDG)

VIOLATIONS

Table with columns: Vio Code, Section, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Row 1: 393.9, 24252(a) VC, 1, N, N, N, Required lamp(s) inoperative. Right side, rear entrance door, 1 of two interior lamps and one of two exterior lamp inoperative. (repaired)

azMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 213727; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 24; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001796

X _____ X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001797

Inspection Date: 05/07/2013

Start: 10:01:00 AM PT End: 10:30:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

MilePost:

Origin: NONE

Destination: NONE

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	THMS	2002	CA	7A05658	805	4UZAABBZ32CK46854	19,000		18624615	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Viol Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
396.3A1	1232(a)	CCR /009	N		N	N	Seat securement bolts loose or missing. Rear five seats, missing two of twenty mounting bolts. (repaired)

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 337656; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By:
K. JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001797

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol

Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001798
Inspection Date: 05/07/2013
Start: 10:31:00 AM PT End: 11:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#: State#: 216255

Location: 3650 ROCKWELL AVE
Highway: County: LOS ANGELES, CA

MilePost: Origin: NONE
Destination: NONE

Driver: License#: State:
Date of Birth: CoDriver: License#: State:
Date of Birth: Shipper: Bill of Lading: Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1242041	3372	1FDXE45S09DA83447	14,500		18624616	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported. Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:
Odometer: 72873; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 12; Bus Type: 2;

Report Prepared By:
JETER

Badge #:
A13407

Copy Received By:



X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1c

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001799

Inspection Date: 05/07/2013

Start: 11:01:00 AM PT End: 11:30:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310

MC/MX#: Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Destination: NONE

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	ELDO	2010	CA	1337969	22	1N9HEALG3AC084138	35,000		18624617	

BRAKE ADJUSTMENTS

Axle # 1 2

Right

Left

Chamber C-24 C-30

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393.9	24252(a) VC	1	N		N	N	Required lamp(s) inoperative. Right side, entrance door, one of two exterior lamps inoperative. (Repaired)

hazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 91728; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 34; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: R. JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001799

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001800

Inspection Date: 05/07/2013

Start: 11:31:00 AM PT End: 11:59:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.

3650 ROCKWELL AVE

EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Destination: NONE

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	ELDO	2010	CA	1338131	24	1N9HEALG3AC084141	35,000		18624618	

BRAKE ADJUSTMENTS

Axle # 1 2

Right

Left

Chamber C-24 C-30

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

Additional Information:

Odometer: 69155; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 34; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By: JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001800

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to
the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001801

Inspection Date: 05/07/2013

Start: 12:00:00 PM PT End: 12:29:00 PM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.

3650 ROCKWELL AVE

EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

Bill of Lading:

MilePost:

Origin: NONE

Destination: NONE

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	ELDO	2002	CA	6X83298	802	4UZAABBZ62CK46850	35,000	16964507	18624619	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 85297; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1;
Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001801

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001802

Inspection Date: 05/07/2013

Start: 12:30:00 PM PT End: 1:00:00 PM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310

MC/MX#: Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Destination: NONE

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2009, CA, 1235141, 878, 1FDFE45S19DA88443, 14,500, 18624620.

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2. Rows: Right (N/A, N/A), Left (N/A, N/A), Chamber (DISC, DISC).

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

Vehicle Information:

Odometer: 85297; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 14; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By: J. JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001802

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001803
Inspection Date: 05/07/2013
Start: 1:00:00 PM PT End: 1:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2007, CA, 1326923, 5807, 1FDFE45S19DA20742, 14,050, 18624621

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, N/A, N/A, DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

Additional Information:

Odometer: 79449; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 20; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By:
JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001803

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001804
Inspection Date: 05/07/2013
Start: 2:00:00 PM PT End: 2:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2002, CA, 55134A1, 831, 1FDXE45S22HA16900, 14,050, 18624621

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2. Rows: Right (N/A, N/A), Left (N/A, N/A), Chamber (DISC, DISC)

VIOLATIONS

Table with columns: Vio Code, Section, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Rows: 393.9 (Required lamp(s) inoperative...), 393.9 (Required lamp(s) inoperative...), 393.75A3 (Tire-flat and/or audible air leak...)

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 270688; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 12; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By: JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



X

X

CA CA2TAG001804

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE G	OTHER PROGRAM(S) T	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME SOUTHLAND TRANSIT INC	TELEPHONE NUMBER (W/ AREA CODE) (626) 258-1310
TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE) 3650 ROCKWELL AVE EL MONTE, CA 91731	
MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE) 3650 ROCKWELL AVE EL MONTE, CA 91731	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 3650 ROCKWELL AVE EL MONTE, CA 91731

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES N/A	TRAILERS AND TYPES N/A	BUSES BY TYPE I- 17 II- 0	DRIVERS 18	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT N/A	HW VEH N/A	HW CONT. N/A	PPB / CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS) NONE					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) WAYNE SEALE	DAY TELEPHONE NO. (W/ AREA CODE) (626) 258-1310	NIGHT TELEPHONE NO. (W/ AREA CODE) (626) 258-1310
EMERGENCY CONTACT (NAME) JOLEEN JUDD	DAY TELEPHONE NO. (W/ AREA CODE) (626) 258-1310	NIGHT TELEPHONE NO. (W/ AREA CODE) (661) 492-1741

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2012]

<input type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 - 50,000	<input type="checkbox"/> C 50,001 - 100,000	<input checked="" type="checkbox"/> D 100,001 - 500,000	<input type="checkbox"/> E 500,001 - 1,000,000	<input type="checkbox"/> F 1,000,001 - 2,000,000	<input type="checkbox"/> G 2,000,001 - 5,000,000	<input type="checkbox"/> H 5,000,001 - 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
---	--	---	---	--	--	--	---	---

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T <input checked="" type="checkbox"/> N/A	TCP <input checked="" type="checkbox"/> 25224	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT N/A	MC N/A	MC N/A	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS

REQUIREMENTS	VIOL	INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable																			
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S				1 S 2 U 3 S 4 S				1 S 2 S 3 S 4 S				1 N/A 2 N/A 3 N/A 4 N/A				1 S 2 U 3 S 4 S			
DRIVER RECORDS		No. 6 Time 2.5				No. 13 Time 2.0				No. 6 Time 3.5				TIME N/A TOTAL TIME 8.0							
HAZARDOUS MATERIALS		<input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted				No N/A Time				VEHICLES PLACED OUT-OF-SERVICE Vehicles 0 Units 0											
BRAKES		REMARKS																			
LAMPS & SIGNALS		See attached CHP 343-1 for findings and recommendations.																			
CONNECTING DEVICES																					
STEERING & SUSPENSION																					
TIRES & WHEELS																					
EQUIPMENT REQUIREMENTS	2																				
CONTAINERS & TANKS																					
HAZARDOUS MATERIALS																					

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT	FEE'S DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345	CHP 1000 COL 6	INSPECTION DATE(S) 8/28/2013	TIME IN 0700	TIME OUT
INSPECTED BY (NAME(S)) RICK JETER				ID NUMBER(S) A13407	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None		

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 8) will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Wayne Seale</i>	DATE 8/28/2013
CARRIER REPRESENTATIVE'S PRINTED NAME WAYNE SEALE	TITLE DIR. OF MAINTENANCE	DRIVER LICENSE NUMBER / STATE

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	08/28/13	THIS IS A CONTINUATION OF
		CHP 343
CARRIER NAME	SOUTHLAND TRANSIT INC	CA NUMBER
		216255
ADDRESS	3650 ROCKWELL AVE EL MONTE, CA 91731	FC NUMBER
		258682

REMARKS

Carrier is advised of Section 13 CCR 1234(c), which states that carrier is required to maintain a complete record of required documents for each driver they employ.

School bus, SPAB, youth bus, farm labor vehicles and GPPV carriers shall maintain a record of required documents for each driver they employ. The carrier shall notify each driver of the expiration date of the documents listed in (1) through (4), and the carrier shall ensure each document is renewed prior to expiration.

The record shall contain the following data:

- (1) Driver's license class, number, restrictions and expiration date.
- (2) Driver's certificate restrictions, expiration date, certification issuance date and driver's date of birth.
- (3) Date medical certificate expires.
- (4) Expiration date of driver's first aid certificate, license as a physician and surgeon, osteopath, or registered nurse, or certificate as a physician's assistant or emergency medical technician when such certificate or license is used to obtain a waiver of the first aid examination pursuant to Vehicle Code Section 12522.
- (5) Date and number of hours of training specified in Education Code Sections 40080-40090 or Vehicle Code Section 12523 since issuance of the driver's current certificate.

Carrier is rated Satisfactory at this time.

13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any of the carrier's terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

**CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
P.O. BOX 942898
SACRAMENTO, CA. 94298-0001**

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol

Report Number: CA2TAG001913
Inspection Date: 08/28/2013
Start: 9:36:00 AM PT End: 10:01:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

USDOT#: Phone#: (626)258-1310
MCMX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE Shipper:
Destination: NONE Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2012	CA	1381193	46	1FDFE4FS4CDB30416	14,500	18244345	18990634	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
396.3A1	1232(a)	CCR /004	N		N	N	Vehicle maintenance (general). Left side, last exhaust mounting bracket broke. (Repaired)

azMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 7332; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 21; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By:
P JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001913

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001912
Inspection Date: 08/28/2013
Start: 9:11:00 AM PT End: 9:35:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255
Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

MilePost:
Origin: NONE
Destination: NONE

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1329343	34	1FDFE45S99DA47199	14,500		18990633	

BRAKE ADJUSTMENTS

Axle # 1 2
Right N/A N/A
Left N/A N/A
Chamber HYDR HYDR

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
396.3A1	1232(a) CCR /004	N	N		N	N	Vehicle maintenance (general). Right side rear, last two exhaust mounting brackets broke. (Repaired)

azMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 71128; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 20; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By:
P. JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001912

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN

California Highway Patrol

Questions regarding this report may be directed to the telephone number listed below.

Phone: (323) 644-9557

Report Number: CA2TAG001910

Inspection Date: 08/28/2013

Start: 8:41:00 AM PT End: 9:10:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

SOUTHLAND TRANSIT, INC.

3650 ROCKWELL AVE

EL MONTE, CA 91731

USDOT#:

Phone#: (626)258-1310

MC/MX#:

Fax#:

State#: 216255

Location: 3650 ROCKWELL AVE

Highway:

County: LOS ANGELES, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

MilePost:

Origin: NONE

Bill of Lading:

Destination: NONE

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2012	CA	1381185	47	1FDDE4FS0CDB30414	14,500	18244347	18990632	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 10852; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 21; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By: J. JETER

Badge #: A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001910

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol

Report Number: CA2TAG001909
Inspection Date: 08/28/2013
Start: 8:16:00 AM PT End: 8:40:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE Shipper:
Destination: NONE Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1329345	36	1DFDE45S39DA47201	14,500	18244347	18990632	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 67499; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 20; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By
PJETER

Badge #
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001909

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol
Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TAG001908
Inspection Date: 08/28/2013
Start: 7:56:00 AM PT End: 8:15:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE MilePost:
Highway: Origin: NONE Shipper:
County: LOS ANGELES, CA Destination: NONE Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2012	CA	1381191	39	1FDFE4FS3CDB30410	14,500	18244340	18990630	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS : No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 11666; File Code Number: 258628; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 21; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By:
P. JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001908

X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10

CHP 407F/343A-ASPEN
California Highway Patrol

Report Number: CA2TAG001906
Inspection Date: 08/28/2013
Start: 7:30:00 AM PT End: 7:55:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Questions regarding this report may be directed to
the telephone number listed below.
Phone: (323) 644-9557

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#: State:
Date of Birth:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#: State#: 216255

CoDriver:
License#: State:
Date of Birth:

Location: 3650 ROCKWELL AVE
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1329344	35	1FDFE45S19DA47200	14.500	17721323	18990629	

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 75718; File Code Number: 258628; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 20; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y;

Report Prepared By:
C JETER

Badge #:
A13407

Copy Received By:

Page 1 of 1



CA CA2TAG001906

X

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE G	OTHER PROGRAM(S) T	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME: **JTHLAND TRANSIT, INC.** TELEPHONE NUMBER (W/ AREA CODE): **(626) 258-1310**

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): **3650 ROCKWELL AVE EL MONTE CA 91731**

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE): _____ INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): _____

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 12 II- 6	DRIVERS 14	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG CT	HW VEH	HW CONT.	PPB / CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) WAYNE SEALE	DAY TELEPHONE NO. (W/ AREA CODE) (626) 483-1174	NIGHT TELEPHONE NO. (W/ AREA CODE) (626) 483-1174
EMERGENCY CONTACT (NAME) DANIEL FEIL	DAY TELEPHONE NO. (W/ AREA CODE) (626) 258-1310	NIGHT TELEPHONE NO. (W/ AREA CODE) (626) 234-1847

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2011]

<input checked="" type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 - 50,000	<input type="checkbox"/> C 50,001 - 100,000	<input type="checkbox"/> D 100,001 - 500,000	<input type="checkbox"/> E 500,001 - 1,000,000	<input type="checkbox"/> F 1,000,001 - 2,000,000	<input type="checkbox"/> G 2,000,001 - 5,000,000	<input type="checkbox"/> H 5,000,001 - 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
--	--	---	--	--	--	--	---	---

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T N/A	<input type="checkbox"/> TCP N/A	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT US DOT NUMBER N/A	<input type="checkbox"/> MC N/A	<input type="checkbox"/> MC N/A	REASON FOR INSPECTION GPPV TERMINAL REINSPECTION

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S	1 S 2 S 3 U 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 U 4 S
DRIVER RECORDS		No. Time	No. 5 Time 2.0	No. Time	TIME	TOTAL TIME
DRIVER HOURS		HAZARDOUS MATERIALS <input type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units		
BRAKES		REMARKS				
LAMPS & SIGNALS		CARRIER'S GPPV TERMINAL RATING UPGRADED TO SATISFACTORY.				
CONNECTING DEVICES						
STEERING & SUSPENSION						
TIRES & WHEELS						
EQUIPMENT REQUIREMENTS		ALL DRIVER RECORDS ARE CURRENT AND ON FILE.				
CONTAINERS & TANKS		CARRIERS MAINTENANCE PROGRAM AND REGULATED EQUIPMENT RATINGS OF SATISFACTORY ARE FORWARDED FROM THE PREVIOUS INSPECTION DATED 4/25/12.				
HAZARDOUS MATERIALS						

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT <input checked="" type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL <input type="checkbox"/>	INSPECTION DATE(S) 8/28/2012	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) J. TORCHIA MCS I / C. RININGER MCS I				ID NUMBER(S) A10921 / A14887	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None		

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING Satisfactory	CARRIER REPRESENTATIVE'S SIGNATURE <i>[Signature]</i>	DATE 8/28/2012
CARRIER REPRESENTATIVE'S PRINTED NAME DANIEL FEIL	TITLE SAFETY TRAINING MGR	DRIVER LICENSE NUMBER STATE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 43 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE T	OTHER PROGRAM(S) G	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME: Southland Transit, Inc. TELEPHONE NUMBER (W/ AREA CODE): (626)258-1310

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 3650 Rockwell Ave El Monte, CA. 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE): same INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): same

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 57 II- 10	DRIVERS 124	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT	HW VEH.	HW CONT.	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONSOLIDATED TERMINALS: Yes No
FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS):

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME): Wayne Seale	DAY TELEPHONE NO. (W/ AREA CODE): (626)483-1174	NIGHT TELEPHONE NO. (W/ AREA CODE): (626)483-1174
EMERGENCY CONTACT (NAME): Len Engel	DAY TELEPHONE NO. (W/ AREA CODE): (626)488-4356	NIGHT TELEPHONE NO. (W/ AREA CODE): (626)488-4356

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2011]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000	D 100,001 - 500,000	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
----------------	-------------------	--------------------	---------------------	-----------------------	-------------------------	-------------------------	--------------------------	------------------------

OPERATING AUTHORITIES OR PERMITS

PUC: <input type="checkbox"/> T <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> TCP 25224	<input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT: <input type="checkbox"/> N/A	<input type="checkbox"/> MC N/A	<input type="checkbox"/> MX N/A	REASON FOR INSPECTION: ANNUAL BUS TERMINAL INSPECTION	

ACTION FINDINGS INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	HAZARDOUS MATERIALS	CONTAINERS/TANKS	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 U
DRIVER RECORDS	2	No. 14 Time	No. 19 Time	No. 14 Time	
DRIVER HOURS		<input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	No. Time	Vehicles placed out-of-service: single Units one	
BRAKES	1	REMARKS: Carrier terminal is being rated unsatisfactory at this time.			
LAMPS & SIGNALS	10				
CONNECTING DEVICES					
STEERING & SUSPENSION					
TIRES & WHEELS					
EQUIPMENT REQUIREMENTS	30				
CONTAINERS & TANKS					
HAZARDOUS MATERIALS					

BIT: <input type="checkbox"/> I <input type="checkbox"/> R <input checked="" type="checkbox"/> NON-BIT	FEEES DUE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345: <input checked="" type="checkbox"/>	CHP 100D COL.	INSPECTION DATE(S): 4/9, 11, 13, 18/26/2012	TIME IN	TIME OUT
INSPECTED BY (NAME(S)): B. HICKLE	ID NUMBER(S): A10998	SUSPENSE DATE: <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None				

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING: UNSATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE: <i>Panya Chhoeuy</i>	DATE: 4/26/2012
CARRIER REPRESENTATIVE'S PRINTED NAME: Panya Chhoeuy	TITLE: Director of Operations/DAPM	DRIVER LICENSE NUMBER STATE: CA

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**
343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 259508	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE T	OTHER PROGRAM(S)	LOCATION CODE 590	SUBAREA S30
TERMINAL NAME SOUTHLAND TRANSIT INC				TELEPHONE NUMBER (W / AREA CODE) (323) 234-8750

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3201 SOUTH HOOPER STREET, LOS ANGELES, CA 90011

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)
3650 ROCKWELL AVENUE, EL MONTE, CA 91731

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
SAME AS ABOVE

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC NO N/A	HWT REG. NO N/A	IMS LIC NO N/A	TRUCKS AND TYPES N/A	TRAILERS AND TYPES N/A	BUSES BY TYPE I- 8 II- N/A	DRIVERS 18	BIT FLEET SIZE N/A
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG CT N/A	HW VEH N/A	HW CONT N/A	PPB / CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input type="checkbox"/> No		FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) WAYNE SEALE	DAY TELEPHONE NO. (W / AREA CODE) (626) 483-1174	NIGHT TELEPHONE NO. (W / AREA CODE) (626) 483-1174
EMERGENCY CONTACT (NAME) ROBERTO OSORIO	DAY TELEPHONE NO. (W / AREA CODE) (323) 234-8750	NIGHT TELEPHONE NO. (W / AREA CODE) (323) 234-8750

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2011]

A UNDER 15,000	B 15,001 - 50,000 <input checked="" type="checkbox"/>	C 50,001 - 100,000	D 100,001 - 500,000	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
----------------	---	--------------------	---------------------	-----------------------	-------------------------	-------------------------	--------------------------	------------------------

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T N/A	<input checked="" type="checkbox"/> TCP 25224	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT	US DOT NUMBER N/A	<input type="checkbox"/> MC N/A	<input type="checkbox"/> MC N/A

ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable									
REMENTS	VIOL	MAINTENANCE PROGRAM		DRIVER RECORDS		REG EQUIPMENT		HAZARDOUS MATERIALS		TERMINAL	
MAINTENANCE PROGRAM	0	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	TIME		TOTAL TIME		8.0	
DRIVER RECORDS	0	No. 3 Time 3.0	No. 14 Time 2.0	No. 3 Time 3.0	HAZARDOUS MATERIALS		VEHICLES PLACED OUT-OF-SERVICE				
DRIVER HOURS	0	<input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS		Vehicles		Units			
BRAKES	0	REMARKS									
LAMPS & SIGNALS	0	SEE 343-1 ON FOLLOWING PAGE:									
CONNECTING DEVICES	0										
STEERING & SUSPENSION	0										
TIRES & WHEELS	0										
EQUIPMENT REQUIREMENTS	0										
CONTAINERS & TANKS	0										
HAZARDOUS MATERIALS	0										
BIT	NON - BIT	FEES DUE	CHP 345	CHP 100D COL	INSPECTION DATE(S)		TIME IN	TIME OUT			
<input type="checkbox"/> I <input type="checkbox"/> R	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	8/28/2012		0600	1400			
INSPECTED BY (NAME(S)) MCS I A. GIESING					ID NUMBER(S) A13743		SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None				

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 6), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by acting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S SIGNATURE X <i>Wayne Seale</i>	DATE 8/28/2012
CARRIER REPRESENTATIVE'S PRINTED NAME WAYNE SEALE	TITLE FLEET MGR
DRIVER LICENSE NUMBER STATE	

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	8/28/2012	THIS IS A CONTINUATION OF	CHP 343
CARRIER NAME	SOUTHLAND TRANSIT INC		CA NUMBER 216255
REMARKS	3201 SOUTH HOOPER STREET, LOS ANGELES, CA 90011		FC NUMBER 259508
			RATING ISSUE DATE

CHANGE OF ADDRESS

13 CCR 1233.5

MOTOR CARRIERS SHALL NOTIFY THE DEPARTMENT IN WRITING OF ANY CHANGE OF ADDRESS OR CESSATION OF REGULATED ACTIVITY AT ANY OF THE CARRIER'S TERMINALS. SUCH NOTIFICATION SHALL BE MADE WITHIN 15 DAYS OF THE CHANGE AND SHALL BE FORWARDED TO:

CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
P.O. BOX 942898
SACRAMENTO, CA 94298—0001

CARRIER REPRESENTATIVE'S INITIALS: _____

CONTINUATION

CHP 343-1 (REV 10-97) OPI 062

DATE	08/28/12	THIS IS A CONTINUATION OF CHP 343
CARRIER NAME	SOUTHLAND TRANSIT INC	CA NUMBER 216255
ADDRESS	3201 SOUTH HOOPER STREET, LOS ANGELES, CA 90011	FC NUMBER 259508

REMARKS

MAINTENANCE RECORDS

ALL RECORDS CURRENT AND ON FILE.

DRIVERS RECORDS

ALL RECORDS CURRENT AND ON FILE.

CALIFORNIA PUBLIC UTILITIES COMMISSION

**CARRIERS TRANSPORTATION CHARTER PARTY SPECIALIZED PERMIT
WAS ACTIVE AT THE TIME OF THIS INSPECTION.**

Public Utilities Commission registration phone number is 415 703-2063.
PUC website: www.cpuc.ca.gov

TERMINAL IS RATED SATISFACTORY

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.2.4



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA3BH2000661
Inspection Date: 08/28/2012
Start: 6:00:00 AM PT End: 7:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (323)234-8750
MC/MX#: Fax#:
State#: 216255

Location: 3201 S HOOPER STREET
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, ELDO, 2006, CA, 6W45026, 3179, 1FDXE45S56HA93136, 14,050, DUE

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2. Rows: Right (N/A, N/A), Left (N/A, N/A), Chamber (HYDR, HYDR)

VIOLATIONS : No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

Information:

Odometer: 89389; File Code Number: 259508; Fuel Type: P; Passenger Capacity: 21; Bus Type: 1; Beat/Sub Area: S30; PUC: 25224; Veh #1 Type: 10; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: Title Date

Report Prepared By: GIESING

Badge #: A13743

Copy Received By:

Page 1 of 1



CA CA3BH2000661

X _____ X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.2.4



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA3BH2000662
Inspection Date: 08/28/2012
Start: 7:00:00 AM PT End: 8:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (323)234-8750
MC/MX#: Fax#:
State#: 216255

Location: 3201 S HOOPER STREET
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, ELDO, 2004, CA, 1190496, L-301, 1N9FLABG24C084182, 31,280

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, 2, Right, Left, C-30, C-30

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

Information:

File Code Number: 259508; Fuel Type: P; Passenger Capacity: 29; Bus Type: 1; Beat/Sub Area: S30; PUC: 259508; Veh #1 Type: 20; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: Title: Date:

Report Prepared By: GIESING

Badge #: A13743

Copy Received By:

Page 1 of 1



CA CA3BH2000662

X X

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.2.4



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA3BH2000663
Inspection Date: 08/28/2012
Start: 8:00:00 AM PT End: 9:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (323)234-8750
MC/MX#: Fax#:
State#: 216255

Location: 3201 S HOOPER STREET
Highway:
County: LOS ANGELES, CA

MilePost:
Origin: NONE
Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, ELDO, 2004, CA, 1190497, L-305, 1N9FLABGX4C084186, 31,280

BRAKE ADJUSTMENTS

Axle # 1 2
Right
Left
Chamber C-30 C-30

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

Information:

File Code Number: 259508; Fuel Type: P; Passenger Capacity: 29; Bus Type: 1; Beat/Sub Area: S30; PUC: 25224; Veh #1 Type: 20;
Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: Title: Date:

Report Prepared By:
GIESING

Badge #:
A13743

Copy Received By:

Page 1 of 1



CA CA3BH2000663

X _____

X _____

CARRIER INSPECTION
CHP 343D (Rev. 2-99) OPI 062

CARRIER NAME Northland Transit, Inc.	CA NUMBER 216255	LOC. CODE 525	SUBAREA S31
ADDRESS, CITY, STATE, ZIP CODE 3650 Rockwell Ave El Monte, CA. 91731	PHONE NUMBER (626)258-1310	DATE 4/9,11,13,18/26/2012	
CARRIER REPRESENTATIVE Panya Chhoeuy	TITLE Director of Operations/DAPM	TIME IN	TIME OUT
INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)	U.S. DOT NUMBER N/A	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- OTHER: _____

REMARKS

Controlled substance and alcohol testing program compliance.

For the purpose of the controlled substance and alcohol testing program this carrier is contracted with the following consortium.

Central Occupational Medicine providers
1500 Central Avenue
Riverside, CA. 92506
Phone : (951) 222-2206
FAX: (951) 222-2106

Carrier's controlled substance and alcohol program is at an acceptable level of compliance.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY 1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	NUMBER OF RECORDS INSPECTED 114	NUMBER OF VIOLATIONS	CHP 345 ISSUED <input type="checkbox"/>	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	CHP 100D COLUMN NO
INSPECTED BY (NAME) B. HICKLE	ID NUMBER A10998	CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus			

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through _____ will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME Panya Chhoeuy	TITLE Director of Operations/DAPM	DRIVER LICENSE NUMBER AND STATE [REDACTED] A
CARRIER REPRESENTATIVE'S SIGNATURE 	CURRENT CARRIER RATING SATISFACTORY	DATE 04/26/12

CARRIER NAME Southland Transit, Inc.	CA NUMBER 216255	LOC. CODE 525	SUBAREA S31
STREET ADDRESS, CITY, STATE, ZIP CODE 3650 Rockwell Ave El Monte, Ca. 91731	PHONE NUMBER (626)258-1310	DATE 3/24&4/12,13,14/11	
CARRIER REPRESENTATIVE Shirley Gholar-Reddix	TITLE Trainer & Safety Manager	TIME IN	TIME OUT
INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)	U.S. DOT NUMBER N/A	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- OTHER: _____

REMARKS

Controlled substance and alcohol testing program compliance.

For the purpose of the controlled substance and alcohol testing program this carrier is contracted with the following consortium.

Irwindale Industrial Clinic
 6000 N. Irwindale Ave Ste. A
 Irwindale, Ca. 91706
 (626) 969-9800

Carrier's controlled substance and alcohol program is at an acceptable level of compliance.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY 1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	NUMBER OF RECORDS INSPECTED 147	NUMBER OF VIOLATIONS 0	CHP 345 ISSUED <input type="checkbox"/>	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	CHP 100D COLUMN NO.
INSPECTED BY (NAME) B. HICKLE	ID NUMBER A10998	CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus			

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through _____ will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME Shirley Gholar-Reddix	TITLE Trainer & Safety Manager	DRIVER LICENSE NUMBER AND STATE [REDACTED]
CARRIER REPRESENTATIVE'S SIGNATURE <i>Shirley Gholar-Reddix</i>	CURRENT CARRIER RATING SATISFACTORY	DATE 4-14-11

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE G	OTHER PROGRAM(S) T	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME Southland Transit, Inc.	TELEPHONE NUMBER (W / AREA CODE) (626)258-1310
TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE) 3650 Rockwell Ave El Monte, Ca. 91731	
MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) same

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 12 II- 6	DRIVERS 13	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT	HW VEH.	HW CONT.	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input type="checkbox"/> No		FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Wayne Seale	DAY TELEPHONE NO. (W / AREA CODE) (626)483-1174	NIGHT TELEPHONE NO. (W / AREA CODE) (626)483-1174
EMERGENCY CONTACT (NAME) Len Engel	DAY TELEPHONE NO. (W / AREA CODE) (626)488-4356	NIGHT TELEPHONE NO. (W / AREA CODE) (626)488-4356

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2010]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000	D 100,001 - 500,000 <input checked="" type="checkbox"/>	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
----------------	-------------------	--------------------	---	-----------------------	-------------------------	-------------------------	--------------------------	------------------------

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T <input type="checkbox"/> N/A	TCP <input type="checkbox"/> PSC <input type="checkbox"/> N/A	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input type="checkbox"/> No
USDOT <input type="checkbox"/> US DOT NUMBER <input type="checkbox"/> N/A	MC <input type="checkbox"/> MX <input type="checkbox"/> N/A	MC <input type="checkbox"/> MX <input type="checkbox"/> N/A	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable								
REQUIREMENTS	VIOL	MAINTENANCE PROGRAM		DRIVER RECORDS		REG. EQUIPMENT		HAZARDOUS MATERIALS		TERMINAL
MAINTENANCE PROGRAM	2	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S		
DRIVER RECORDS	1	No. 6 Time	No. 10 Time	No. 6 Time					TOTAL TIME	
DRIVER HOURS		HAZARDOUS MATERIALS <input type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. Time		VEHICLES PLACED OUT-OF-SERVICE Vehicles one Units single				
BRAKES	1	REMARKS								
LAMPS & SIGNALS	1	Carrier terminal is being rated satisfactory at this time.								
CONNECTING DEVICES										
STEERING & SUSPENSION	4									
TIRES & WHEELS										
EQUIPMENT REQUIREMENTS	3									
CONTAINERS & TANKS										
HAZARDOUS MATERIALS										
BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON - BIT <input checked="" type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL.	INSPECTION DATE(S) 3/24&4/12, 13, 14/11	TIME IN	TIME OUT			
INSPECTED BY (NAME(S)) B. HICKLE					ID NUMBER(S) A10998	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None				

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Shirley Gholar</i>	DATE 4-14-11
CARRIER REPRESENTATIVE'S PRINTED NAME Shirley Gholar-Reddix	TITLE Trainer & Safety Manager	DRIVER LICENSE NUMBER / STATE [REDACTED] CA.

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE
3/24&4/12,13,14/11

THIS IS A CONTINUATION OF
CHP 343

CARRIER NAME	Southland Transit, Inc.
--------------	-------------------------

CA NUMBER	216255
-----------	--------

ADDRESS	3650 Rockwell Ave El Monte, Ca. 91731
---------	---------------------------------------

FC NUMBER	258682
-----------	--------

REMARKS

Maintenance Program

13CCR 1234(f)(1) Carrier inspection and maintenance records do not include identification of the vehicle(s).

Maintenance records must identify vehicles by make, model, license number, or other positive identification.

Carrier's maintenance records do not include a positive means of identification. Records do not include make, model and/ or license number.

13CCR 1234(f)(3) Carrier's inspection and maintenance records do not show the intervals of service to be performed.

Maintenance records shall include the date or mileage and nature of each inspection, maintenance, and lubrication to be performed, i.e., the inspection, maintenance and lubrication intervals.

Carrier's records do not include the intervals for each service.

The requirements of this section have been discussed and explain to the carrier.

Carrie issued CHP343E.

Driver Records

~~**13CCR 1234(b) Carrier does not maintain records of the different types of vehicles and vehicle combinations each driver is capable of driving pursuant to 13 CCR 1229.**~~

Motor carriers shall maintain a record of the different types of vehicles and vehicle combinations a driver is capable of safely operating on a highway unsupervised.

O. Mira

CONTINUATION

CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/24/11&4/12,13&14/11	CHP 343

CARRIER NAME	CA NUMBER
Southland Transit, Inc.	216255

ADDRESS	FC NUMBER
3650 Rockwell Ave El Monte, Ca. 91731	258682

REMARKS

13 CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records Unit
P.O. Box 942898
Sacramento, Ca. 94298-0001

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000178
Inspection Date: 03/24/2011
Start: 8:00:00 AM PT End: 8:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
State:
State:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Shipper:
Bill of Lading:
Cargo:

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2005, CA, 1215617, 21, 1FDXE45505HA36048, 14,050

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Rows for axle 1 and 2, with values N/A and HYDR.

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Row 1: 1232(a) CCR /009, 1, N, N, N, axle 2 left and right shear springs cracked

lazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 95123; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 13; Bus Type: 2; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000178

X

X

Handwritten signature

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000179
Inspection Date: 03/24/2011
Start: 8:30:00 AM PT End: 9:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____
License#: _____ **State:** _____
Date of Birth: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____ **Shipper:** _____
Highway: _____ **Origin:** NONE **Bill of Lading:** _____
County: LOS ANGELES, CA **Destination:** NONE **Cargo:** _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1329345	36	1FDFE45539DA47201	14,050			

BRAKE ADJUSTMENTS: Highlighted brake measurements are out of adjustment.

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
26453 VC /007	S	1	N		N	N	Brake condition and adjustment-parking brake travels to the floor when applied
1232(a) CCR /008		1	N		N	N	battery not properly secured
1232(a) CCR /008		1	N		N	N	axle 2 left and right shear springs cracked

HazMat: No HM Transported.

Placard: No **Cargo Tank:** _____

Special Checks: No Data for Special Checks.

State Information:

Odometer: 29314; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 19; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000179

X _____

x *Shirley Johnson*

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000180
Inspection Date: 03/24/2011
Start: 9:00:00 AM PT End: 9:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

Driver: License#: State:
Date of Birth:
CoDriver: License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1329345	37	1FDFE45539DA47201	14,050			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
27154 VC /002	S	1	N		N	N	exhaust leak rear of muffler at clamp(corrected)
1232(a) CCR /008		1	N		N	N	axle 2 shear springs cracked.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 23044; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 19; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000180

X _____

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000181
Inspection Date: 03/24/2011
Start: 9:30:00 AM PT **End:** 10:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____
License#: _____ **State:** _____
Date of Birth: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____
Highway: _____ **Origin:** NONE
County: LOS ANGELES, CA **Destination:** NONE

Shipper: _____
Bill of Lading: _____
Cargo: _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2005	CA	1180210	28	1FDXE45575HA51811	14,050			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
24252(a) VC	S	1	N		N	N	left rear brake light not visible from 300 feet.(corrected)
1232(a) CCR /008		1	N		N	N	axle 2 left side shear spring cracked.

HazMat: No HM Transported.

Placard: No **Cargo Tank:** _____

Special Checks: No Data for Special Checks.

State Information:

Odometer: 125072; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 19; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL ONTE, 91731;

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000181

X _____

X *Shirley Gholson* _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000182
Inspection Date: 03/24/2011
Start: 10:00:00 AM PT End: 10:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:

USDOT#:
MC/MX#:
State#: 216255
Phone#: (626)258-1310
Fax#:

State:
State:
Bill of Lading:
Cargo:

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway:
County: LOS ANGELES, CA
Origin:
Destination:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2005, CA, 1215611, 24, 1FDXE45585HA40333, 14,050

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Rows: Axle # 1, 2; Right N/A, N/A; Left N/A, N/A; Chamber HYDR, HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 97644; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 13; Bus Type: 2; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE,91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000182

X

X

Handwritten signature: Shirley Glaser

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000183
Inspection Date: 03/24/2011
Start: 10:30:00 AM PT End: 11:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2009, CA, 1329340, 31, 1FDFE45S09DA43039, 14,050

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Rows: Axle # 1, 2; Right N/A, N/A; Left N/A, N/A; Chamber HYDR, HYDR

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Row 1: 1232(a) CCR /003, 1, N, N, N, wheel chair lift inoperative (corrected)

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 33719; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 1; Passenger Capacity: 19; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 09; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

X [Signature]



CARRIER Southland Transit, Inc.	CA NUMBER 216255	FILE CODE NO 258682
ADDRESS 3650 Rockwell Ave El Monte, CA 91731		DATE 4/14/2011

THE FOLLOWING MOTOR CARRIER REQUIREMENTS WERE DISCUSSED WITH AND EXPLAINED TO THE MOTOR CARRIER:

- MOTOR CARRIER OF PROPERTY PERMIT [VC 34620]. FOR FURTHER INFORMATION, CONTACT THE DEPARTMENT OF MOTOR VEHICLES AT (916) 657-8153.
- PRIVATE CARRIER OF PASSENGERS REGISTRATION [PUC 4005]. TO REGISTER, CONTACT THE PUBLIC UTILITIES COMMISSION AT (415) 703-2063.
- DMV PULL NOTICE PROGRAM [VC 1808.1] TO ENROLL, CONTACT THE DEPARTMENT OF MOTOR VEHICLES AT (916) 657-6346.
- PREVENTIVE MAINTENANCE PROGRAM AND RECORD RETENTION REQUIREMENTS.
 - 13 CCR 1202.1, 1202.2, 1215, 1232, 1234(e), & 1234(f)
 - VC 34505 (Tour Bus)
 - VC 34505.5 (BIT)
- DRIVERS' HOURS OF SERVICE AND DRIVERS' RECORDS OF DUTY STATUS. [13 CCR 1212, 1212.5, 1213, 1213.2, & 1234(a)]
- DRIVER QUALIFICATION. [13 CCR 1229 & 1234(b) & (c)]
- HAZARDOUS MATERIALS TRANSPORTATION REQUIREMENTS. [See CHP 801]
- DRUG AND ALCOHOL TESTING PROGRAM REQUIREMENTS. [VC 34520]
- OTHER: _____

THE FOLLOWING INFORMATION WAS PROVIDED TO THE MOTOR CARRIER:

- PREVENTIVE MAINTENANCE RECORD [SAMPLE - CHP 108 OR CHP 108A].
- MOTOR CARRIER SAFETY REGULATIONS EXCERPTS [CHP 800].
- TERMINAL MANAGER'S COMPLIANCE CHECKLIST [CHP 800D].
- HAZARDOUS MATERIALS TRANSPORTATION REGULATIONS EXCERPTS [CHP 801].
- DRIVER'S DAILY VEHICLE CONDITION REPORT [SAMPLES].
- DRIVER TIMEKEEPING RECORDS [SAMPLES].
- APPLICATION: [Describe] _____
- OTHER: _____

THE CARRIER MAY OBTAIN A COPY OF HPH 84.6, MOTOR CARRIER SAFETY COMPLIANCE HANDBOOK, AT ANY CALIFORNIA HIGHWAY PATROL OFFICE FOR TWO DOLLARS (\$2.00) PLUS CALIFORNIA STATE SALES TAX. FOR FURTHER INFORMATION, CONTACT B. Hickie DIVISION MCSU AT (323) 644-9430 ext.643 .

RECEIPT ACKNOWLEDGED:

SIGNATURE

Stinky Holan

DRIVER LICENSE NUMBER AND STATE

████████████████████

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE T	OTHER PROGRAM(S) G	LOCATION CODE 525	SUBAREA S31	

TERMINAL NAME: **Southland Transit, Inc.** TELEPHONE NUMBER (W/ AREA CODE): **(626)258-1310**

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE):
3650 Rockwell Ave El Monte, Ca. 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE):
same

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY):
same

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 59 II- 12	DRIVERS 119	BIT FLEET SIZE
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT	HW VEH.	HW CONT.	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONSOLIDATED TERMINALS: Yes No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Wayne Seale	DAY TELEPHONE NO. (W/ AREA CODE) (626)483-1174	NIGHT TELEPHONE NO. (W/ AREA CODE) (626)483-1174
EMERGENCY CONTACT (NAME) Len Engel	DAY TELEPHONE NO. (W/ AREA CODE) (626)488-4356	NIGHT TELEPHONE NO. (W/ AREA CODE) (626)488-4356

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2010]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000	D 100,001 - 500,000	E 500,001 - 1,000,000 <input checked="" type="checkbox"/>	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
----------------	-------------------	--------------------	---------------------	---	-------------------------	-------------------------	--------------------------	------------------------

OPERATING AUTHORITIES OR PERMITS

PUC	<input type="checkbox"/> T <input type="checkbox"/> N/A	<input type="checkbox"/> TCP <input type="checkbox"/> PSC <input type="checkbox"/> N/A	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input type="checkbox"/> No
USDOT	US DOT NUMBER N/A	<input type="checkbox"/> MC <input type="checkbox"/> MX <input type="checkbox"/> N/A	<input type="checkbox"/> MC <input type="checkbox"/> MX <input type="checkbox"/> N/A	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S
DRIVER RECORDS		No. 14 Time	No. 16 Time	No. 14 Time	TIME	TOTAL TIME
DRIVER HOURS		HAZARDOUS MATERIALS <input type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles one Units single	

REMARKS

Carrier terminal is being rated satisfactory at this time.

BIT <input type="checkbox"/> I <input type="checkbox"/> R <input checked="" type="checkbox"/> NON-BIT	FEES DUE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL <input type="checkbox"/>	INSPECTION DATE(S) 3/24&4/12,13,14/11	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) B. HICKLE				ID NUMBER(S) A10998	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Shirley Gholar</i>	DATE 4-14-11
CARRIER REPRESENTATIVE'S PRINTED NAME Shirley Gholar-Reddix	TITLE Trainer & Safety Manager	DRIVER LICENSE NUMBER STATE [REDACTED] CA

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/24&4/12,13,14/11	CHP 343
CARRIER NAME	CA NUMBER
Southland Transit, Inc.	216255
ADDRESS	FC NUMBER
3650 Rockwell Ave El Monte, Ca. 91731	258682

REMARKS

Maintenance Program

34505(c) VC Tour bus operator does not keep adequate records of inspections conducted pursuant to 34505(a) VC.

Each record shall include, but not be limited to, all of the following:

1. Identification of the vehicle, including make, model, license number, or other positive means of identification.
2. Date and nature of each inspection and any repair performed.
3. Signature of operator's authorized representative attesting to the inspection and the completion of all repairs.
4. Company vehicle number.

Carrier's maintenance records do not include a positive means of identification. Records do not include make, model and/ or license number.

The requirements of this section have been discussed and explain to the carrier.

Carrier issued a CHP 343E.

Carrier is advised of the following:

General Order 157-D, 4.01 of the Public Utilities Commission, states that the additions and deletions of a vehicle put in or out of service must be made within ten days of the addition or deletion to the PUC equipment list.

Driver Records

Driver records are at an acceptable level of compliance.

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/24/11&4/12,13&14/1	CHP 343

CARRIER NAME	Southeast Transit, Inc.	CA NUMBER	216255
ADDRESS	3650 Rockwell Ave El Monte, Ca. 91731	FC NUMBER	258682

REMARKS

13 CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records Unit
P.O. Box 942898
Sacramento, Ca. 94298-0001

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000184
Inspection Date: 03/24/2011
Start: 11:00:00 AM PT End: 11:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

USDOT#: **Phone#:** (626)258-1310

MC/MX#: **Fax#:**

State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:**

Highway: **Origin:**

County: LOS ANGELES, CA **Destination:**

Shipper:

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	BLUB	2003	CA	1131917	5825	1BAGEBXA63F216425	36,200			

BRAKE ADJUSTMENTS

Axle # 1 2
 Right
 Left
 Chamber C-24 L-30

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1232(a)	CCR /003	1	N		N	N	transmission fluid leaking
24607(d)	VC	S	N		N	N	left side red reflector missing
27154	VC /002	S	N		N	N	exhaust system leak at clamp

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 316970; File Code Number: 258682; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 21; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 3.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



X _____

X *Shirley Glover*

CA CA2TNC000184

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000185
Inspection Date: 03/24/2011
Start: 11:30:00 AM PT End: 12:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

USDOT#: **Phone#:** (626)258-1310
MC/MX#: **Fax#:**
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:**
Highway: **Origin:** NONE
County: LOS ANGELES, CA **Destination:** NONE

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	ELDO	2000	CA	1058366	ACT16	1N9TBAC68YC084169	29,800			

BRAKE ADJUSTMENTS

Axle # 1 2
 Right
 Left
 Chamber C-16 C-20

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1232(a)	CCR /008	1	N		N	N	check engine light illuminated
1232(a)	CCR /008	1	N		N	N	right side 1 of 3 stanchion bars/handles loose
1232(a)	CCR /008	1	N		N	N	axle 2 right side air bag lower mounting bolt loose. (corrected)

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 225625; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 21; Bus Type: 1;
 Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL
 AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 J. HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000185

X _____

X *Shirley G. [Signature]*

DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000185
Inspection Date: 03/24/2011
Start Time: 11:30 AM End Time: 12:00 PM
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
Phone#: (626)258-1310
USDOT#:
State#: 216255

Fax#:
MC/MX#:

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Inspection Notes

axle 1 left brake adjustment near maximum.

Special Studies No Special Study Data Recorded

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1

X _____

X Shirley Glover

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000186
Inspection Date: 03/24/2011
Start: 12:00:00 PM PT End: 12:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1 BU FORD 2006 CA 7N17238 3173 1FDXE45S95HB50128 14,050

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, N/A, N/A, HYDR

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Rows include 26707 VC, 1232(a) CCR /008, 1232(a) CCR /008, 1232(a) CCR /008

HazMat: No HM Transported. Placard: No Cargo Tank:
Special Checks: No Data for Special Checks.

State Information:
Odometer: 105250; File Code Number: 258682; Fuel Type: PRP; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1;
Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL
AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.
Note: * Owner Responsibility.

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000187
Inspection Date: 03/24/2011
Start: 12:30:00 PM PT End: 1:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

Driver: License#: State:
Date of Birth:
CoDriver: License#: State:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU THMS, 2004, CA, 1175649, ELM49, 5DF232GB64JA59191, 28,580

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, 2, N/A, N/A, N/A, N/A, WEDG, WEDG

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Rows: 1232(a) CCR /008, 1267(e) CCR S, 1232(a) CCR /008

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 83357; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 18; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By: B.HICKLE

Badge #: A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000187

X _____

X Shirley [Signature]

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000188
Inspection Date: 03/24/2011
Start: 1:00:00 PM PT End: 1:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____
License#: _____ **State:** _____
Date of Birth: _____
Shipper: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____
Highway: _____ **Origin:** NONE
County: LOS ANGELES, CA **Destination:** NONE **Bill of Lading:** _____
Cargo: _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	CHEV	2008	CA	1326921	BP5828	1GBJ5V1G18F409197	26,000			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1267(e) CCR	S	1	N		N	N	Power doors not adjacent to the driver, sensitive edges defective(corrected)
1263 CCR	S	1	N		N	N	left side 5 of 5 interior lamps inoperative
1092(b) CCR	S	1	N		N	N	Wheelchair lift control not interlocked with (brakes)(accelerator)

HazMat: No HM Transported.

Placard: No **Cargo Tank:** _____

Special Checks: No Data for Special Checks.

State Information:

Odometer: 12565; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 32; Bus Type: 1;
 Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC; Address: 3650 ROCKWELL
 AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000188

X _____

x *Shirley glaser*

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000189
Inspection Date: 03/24/2011
Start: 1:30:00 PM PT End: 2:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____
Highway: _____ **Origin:** NONE
County: LOS ANGELES, CA **Destination:** NONE

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____ **State:** _____
License#: _____
Date of Birth: _____

Shipper: _____
Bill of Lading: _____
Cargo: _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2006	CA	6W45037	31-77	1FDXE45S55HB50126	14,050			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1293(f)(3)(A) CCB		1	N		N	N	Wheelchair securement devices not removed or retracted

lazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 106929; File Code Number: 258682; Fuel Type: PRP; WC Passenger Capacity: 2; Passenger Capacity: 13; Bus Type: 2;
 Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT,INC.; Address: 3650 ROCKWELL
 AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 3.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000189

X _____

X *Shirley Glover*

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000190
Inspection Date: 03/24/2011
Start: 2:00:00 PM PT End: 2:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, CHEV, 2010, CA, NONE, L209, 1GB9G5AG4A1104776, 14,200

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, N/A, N/A, HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 8944; File Code Number: 258682; Fuel Type: PRP; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000190

X _____

X Shirley [Signature]

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000191
Inspection Date: 03/24/2011
Start: 2:30:00 PM PT End: 3:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

USDOT#: **Phone#:** (626)258-1310
MC/MX#: **Fax#:**
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** **Shipper:**
Highway: **Origin:** NONE **Bill of Lading:**
County: LOS ANGELES, CA **Destination:** NONE **Cargo:**

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	THMS	2003	CA	1175518	WC501	5DF232GBX3JA46801	28,580			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	WEDG	WEDG

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1267(e) CCR	S	1	N		N	N	Power doors not adjacent to the driver, sensitive edges defective
1232(a) CCR /008		1	N		N	N	axle 1 drag link ball joints fron and rear worn(no hand movement other than rotational)

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 137510; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 1; Passenger Capacity: 24; Bus Type: 1;
 Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL
 AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 3.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000191

X _____

X *Shirley Glover*

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000192
Inspection Date: 03/24/2011
Start: 3:00:00 PM PT End: 3:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

Driver:
License#: _____ **State:** _____
Date of Birth: _____

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

CoDriver:
License#: _____ **State:** _____
Date of Birth: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____
Highway: _____ **Origin:** NONE
County: LOS ANGELES, CA **Destination:** NONE

Shipper: _____
Bill of Lading: _____
Cargo: _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1338060	C605	1FDXE45S39DA83443	14,500			

BRAKE ADJUSTMENTS

Axle #	<u>1</u>	<u>2</u>
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1232(a) CCR /008		1	N		N	N	gear shift selector missing overdrive knob
1293(f)(3)(A) CCB		1	N		N	N	Wheelchair securement devices not removed or retracted
1092(k) CCR S		1	N		N	N	Not equipped with cover/guard for hazardous wheelchair lift parts
1232(a) CCR /008		1	N		N	N	drag link ball joint worn(no hand movement other than rotational)

HazMat: No HM Transported.

Placard: No **Cargo Tank:** _____

Special Checks: No Data for Special Checks.

State Information:

Odometer: 40950; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000192

X _____

X *Shirley Johnson*

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000193
Inspection Date: 03/24/2011
Start: 3:30:00 PM PT End: 4:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____
License#: _____ **State:** _____
Date of Birth: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____ **Shipper:** _____
Highway: _____ **Origin:** NONE **Bill of Lading:** _____
County: LOS ANGELES, CA **Destination:** NONE **Cargo:** _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2009	CA	1235142	SN877	1FDFE45S39DA88444	14,500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1092(k) CCR	S	1	N		N	N	Not equipped with cover/guard for hazardous wheelchair lift parts
1263 CCR	S	1	N		N	N	1 of 6 interior lamps inoperative
1232(a) CCR /008		1	N		N	N	axle 1 indicates vehicle needs alignment

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 37674; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

X *Shirley Johnson*

Page 1 of 1



CA CA2TNC000193

X _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000194
Inspection Date: 03/24/2011
Start: 3:30:00 PM PT End: 4:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Driver: License#: State:
Date of Birth:
CoDriver: License#: State:
Date of Birth:

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost: Shipper:
Highway: Origin: NONE Bill of Lading:
County: LOS ANGELES, CA Destination: NONE Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2009, CA, 1235141, SN878, 1FDFE45S19DA88443, 14,500

BRAKE ADJUSTMENTS

Table with columns: Axle #, 1, 2. Rows: Right (N/A, N/A), Left (N/A, N/A), Chamber (HYDR, HYDR)

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify, Crash, Violations Discovered. Rows: 1092(k) CCR (S, 1, N, N, N, Not equipped with cover/guard for hazardous wheelchair lift parts), 27154 VC /002 (S, 1, Y, U, N, exhaust leak rear of muffler at clamp(corrected))

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 33958; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

This is not a citation. Please read the instructions on the reverse side of this form.

Note: * Owner Responsibility.

Report Prepared By: B.HICKLE

Badge #: A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000194

X

X

Handwritten signature

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000195
Inspection Date: 03/24/2011
Start: 4:00:00 PM PT End: 4:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE, CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2009, CA, 1242042, PR3371, 1FDXE45S89DA83440, 14,500

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, N/A, N/A, HYDR

VIOLATIONS : No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 19289; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000195

X _____

X [Signature]

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000196
Inspection Date: 03/24/2011
Start: 4:30:00 PM PT **End:** 5:00:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
 3650 ROCKWELL AVE
 EL MONTE, CA 91731

USDOT#: _____ **Phone#:** (626)258-1310
MC/MX#: _____ **Fax#:** _____
State#: 216255

Driver: _____ **State:** _____
License#: _____
Date of Birth: _____
CoDriver: _____
License#: _____ **State:** _____
Date of Birth: _____

Location: 3650 ROCKWELL AVE EL MONTE, CA. **MilePost:** _____
Highway: _____ **Origin:** NONE **Shipper:** _____
County: LOS ANGELES, CA **Destination:** NONE **Bill of Lading:** _____
Cargo: _____

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2005	CA	8V30375	LP97	1FDXE45P45HA46528	14,050			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1293(f)(3)(A)	CCB	1	N		N	N	Wheelchair securement devices not removed or retracted
1232(a)	CCR /003	1	N		N	N	power steering leak at steering pump, transmission fluid leaking.
1232(a)	CCR /003	1	N		N	N	motor mount right side 1 of 3 bolts missing, motor mount left side 2 of 3 bolts missing.
1232(a)	CCR /003	1	N		N	N	axle 1 indicates vehicle needs alignment. uneven tire wear.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 269770; File Code Number: 258682; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
 B.HICKLE

Badge #:
 A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000196

X _____

X *Shirley Ghobad* _____

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.13.1.2



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (323) 644-9557

Report Number: CA2TNC000197
Inspection Date: 03/24/2011
Start: 5:00:00 PM PT End: 5:30:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

USDOT#: Phone#: (626)258-1310
MC/MX#: Fax#:
State#: 216255

Location: 3650 ROCKWELL AVE EL MONTE,CA. MilePost:
Highway: Origin: NONE
County: LOS ANGELES, CA Destination: NONE

Driver: License#: State:
Date of Birth:
CoDriver: License#: State:
Date of Birth: Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate #, Equipment ID, VIN, GVWR, CVSA #, CVSA Issued #, OOS Sticker. Row 1: 1, BU, FORD, 2009, CA, 1326924, BP5808, 1FDFE45SX9DA20741, 14,500

BRAKE ADJUSTMENTS

Axle # 1 2
Right N/A N/A
Left N/A N/A
Chamber HYDR HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 17328; File Code Number: 258682; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: 31; Veh #1 Type: 20; Regulated Vehicle: Y; Responsible Person: SOUTHLAND TRANSIT, INC.; Address: 3650 ROCKWELL AVE; City St Zip: EL MONTE, 91731;

Report Prepared By:
B.HICKLE

Badge #:
A10998

Copy Received By:

Page 1 of 1



CA CA2TNC000197

X _____

X *Shirley Glavin*

CARRIER Southland Transit, Inc.	CA NUMBER 216255	FILE CODE NO 258682
ADDRESS 3650 Rockwell Ave El Monte, CA 91731		DATE 4/14/2011

THE FOLLOWING MOTOR CARRIER REQUIREMENTS WERE DISCUSSED WITH AND EXPLAINED TO THE MOTOR CARRIER:

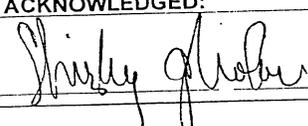
- MOTOR CARRIER OF PROPERTY PERMIT [VC 34620]. FOR FURTHER INFORMATION, CONTACT THE DEPARTMENT OF MOTOR VEHICLES AT (916) 657-8153.
- PRIVATE CARRIER OF PASSENGERS REGISTRATION [PUC 4005]. TO REGISTER, CONTACT THE PUBLIC UTILITIES COMMISSION AT (415) 703-2063.
- DMV PULL NOTICE PROGRAM [VC 1808.1] TO ENROLL, CONTACT THE DEPARTMENT OF MOTOR VEHICLES AT (916) 657-6346.
- PREVENTIVE MAINTENANCE PROGRAM AND RECORD RETENTION REQUIREMENTS.
 - 13 CCR 1202.1, 1202.2, 1215, 1232, 1234(e), & 1234(f)
 - VC 34505 (Tour Bus)
 - VC 34505.5 (BIT)
- DRIVERS' HOURS OF SERVICE AND DRIVERS' RECORDS OF DUTY STATUS. [13 CCR 1212, 1212.5, 1213, 1213.2, & 1234(a)]
- DRIVER QUALIFICATION. [13 CCR 1229 & 1234(b) & (c)]
- HAZARDOUS MATERIALS TRANSPORTATION REQUIREMENTS. [See CHP 801]
- DRUG AND ALCOHOL TESTING PROGRAM REQUIREMENTS. [VC 34520]
- OTHER: _____

THE FOLLOWING INFORMATION WAS PROVIDED TO THE MOTOR CARRIER:

- PREVENTIVE MAINTENANCE RECORD [SAMPLE - CHP 108 OR CHP 108A].
- MOTOR CARRIER SAFETY REGULATIONS EXCERPTS [CHP 800].
- TERMINAL MANAGER'S COMPLIANCE CHECKLIST [CHP 800D].
- HAZARDOUS MATERIALS TRANSPORTATION REGULATIONS EXCERPTS [CHP 801].
- DRIVER'S DAILY VEHICLE CONDITION REPORT [SAMPLES].
- DRIVER TIMEKEEPING RECORDS [SAMPLES].
- APPLICATION: [Describe] _____
- OTHER: _____

THE CARRIER MAY OBTAIN A COPY OF HPH 84.6, MOTOR CARRIER SAFETY COMPLIANCE HANDBOOK, AT ANY CALIFORNIA HIGHWAY PATROL OFFICE FOR TWO DOLLARS (\$2.00) PLUS CALIFORNIA STATE SALES TAX. FOR FURTHER INFORMATION, CONTACT B. Hickle DIVISION MCSU AT (323) 644-9430 ext.643 .

RECEIPT ACKNOWLEDGED:

SIGNATURE 	DRIVER LICENSE NUMBER AND STATE 
--	--

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
**SAFETY COMPLIANCE REPORT/
 TERMINAL RECORD UPDATE**
 CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19
CARRIER TYPE BUS	CODE B	OTHER PROGRAM G	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME
Southland Transit, Inc.

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 Rockwell Ave El Monte, Ca. 91731

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)

TELEPHONE NUMBER (W/ AREA CODE)
(626)258-1310

LICENSE AND FLEET INFORMATION

HM LIC. NO. N/A	HWT REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES REG. CT	TRAILERS AND TYPES HW VEHICLES	BUSES BY TYPE I- 1 II- 141	DRIVERS CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A			HW CONTAINERS	

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Wayne Seale	DAY TELEPHONE NUMBER (W/ AREA CODE) (626)483-1174	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (626)483-1174
EMERGENCY CONTACT (NAME) Jason Snow	DAY TELEPHONE NUMBER (W/ AREA CODE) (626)430-3656	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (626)488-4356

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2009]

<input type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 50,000	<input type="checkbox"/> C 50,001 100,000	<input type="checkbox"/> D 100,001 500,000	<input type="checkbox"/> E 500,001 1,000,000	<input checked="" type="checkbox"/> F 1,000,001 2,000,000	<input type="checkbox"/> G 2,000,001 5,000,000	<input type="checkbox"/> H 5,000,001 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
---	--	---	--	--	---	--	---	---

OPERATING AUTHORITIES

PUC	T- N/A	T- N/A	<input type="checkbox"/> TCP N/A	<input type="checkbox"/> TCP N/A	US DOT N/A
ICC	<input type="checkbox"/> MC N/A	<input type="checkbox"/> MC N/A	<input type="checkbox"/> PSC N/A	<input type="checkbox"/> PSC N/A	REASON FOR INSPECTION

ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A=Not Applicable																			
REQMTS	VIOL	MAINTENANCE PROGRAM				DRIVER RECORDS				REG. EQUIPMENT				HAZARDOUS MATERIALS				TERMINAL			
MAINTENANCE PROGRAM	2	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>NA</u> 2 <u>NA</u> 3 <u>NA</u> 4 <u>NA</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>			
DRIVER RECORDS	3	No. 14 Time				No. 21 Time				No. 14 Time				Time				Time In Time Out			
DRIVER HOURS		<input checked="" type="checkbox"/> No HM Transported				<input type="checkbox"/> No HM Violations Noted				CONTAINER/TANKS				VEHICLES PLACED OUT OF SERVICE				Vehicles 2 Units single			
BRAKES		REMARKS																			
LAMPS & SIGNALS	6	Carrier terminal is being rated satisfactory at this time.																			
CONNECTING DEVICES																					
STEERING & SUSPENSION	2																				
TIRES & WHEELS																					
EQUIPMENT REQUIREMENTS	23																				
CONTAINERS & TANKS																					
HAZARDOUS MATERIALS																					

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT <input type="checkbox"/>	FEE DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL. <input type="checkbox"/>	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 3650 Rockwell Ave El Monte, Ca. 91731
INSPECTED BY (NAME) B. HICKLE/M.Ibarra	ID NUMBER A10998/A1333	INSPECTION DATE(S) 3/22,23,24&25/2010	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None		

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 844-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>x Shirley Gholar - Reddix</i>	DATE 3-25-10
CARRIER REPRESENTATIVE'S PRINTED NAME SHIRLEY GHOLAR-REDDIX	TITLE TRAINER & SAFETY MANAGER	DRIVER LICENSE NUMBER [REDACTED]
		STATE CA

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**CONTINUATION**

P 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/22,23,24&25/2010	CHP 343
	CA NUMBER
	216255
	FC NUMBER
	258682

CARRIER NAME

Southland Transit, Inc.

ADDRESS

3650 Rockwell Ave El Monte, Ca. 91731

REMARKS

Maintenance Program

13CCR 1232(a) Carrier does not systematically inspect and maintain vehicles at regular intervals as required.

Unit number L4417, license number 8A81796 regular service interval is 3,000 miles. Carrier records indicate systematic service interval was exceeded by 302 miles on 2/4/10.

Your inspection and maintenance records indicate that inspection and maintenance intervals are being exceeded. You are directed to adhere to inspection and maintenance intervals for vehicles under your control.

13CCR 1234(f) Carrier does not keep required inspection and maintenance records.

Unit number L4417, license number 8A81796 maintenance records (work order) for regular service interval for 12/15/09 not on file.

Motor carrier shall document each systematic inspection, maintenance, lubrication and repair performed for each vehicle under their control. These vehicle records shall be kept at the carrier's maintenance facility or terminal where the vehicle is regularly garaged. Such records shall be retained for a minimum of one year.

Driver Records

13CCR 1234(b) Carrier does not maintain records of the different types of vehicles and vehicle combinations each driver is capable of driving pursuant to 13 CCR 1229.

E. Romero, M. Ramirez

Motor carriers shall maintain a record of the different types of vehicles and vehicle combinations a driver is capable of safely operating on a highway unsupervised.

1808.1(c) VC Carrier does not sign and date each driver's Pull Notice record.

M. Ramirez

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/22,23,24&25/2010	CHP 343
CARRIER NAME	CA NUMBER
Southland Transit, Inc.	216255
ADDRESS	FC NUMBER
3650 Rockwell Ave El Monte, Ca. 91731	258682

REMARKS

Driver Records Continued:

13 CCR 1213(a)(1) Driver(s) do not maintain the required record of duty status (log). Each driver shall maintain a record of his/her duty status. 1212(e) Exception - Drivers of vehicles leaving and returning to the same location and are released from work within twelve consecutive hours, have at least ten consecutive hours off duty between each 12 hours on duty, and operate within a 100-air mile radius of their normal work reporting location, are exempt from the duty status record (log) requirements provided the carrier maintains accurate and true records indicating: the driver's time for reporting on and off duty each day, total number of hours on duty, and total time for the preceding seven days (for first time or intermittent drivers) and these records are retained for six months.

D.Godinez
2/23/10 12:15
2/25/10 12:15

B.Gutierrez
2/10/10 12:15
2/17/10 12:15

M.Gomez
2/19/10 12:15

13 CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records
Unit P.O. Box 942898
Sacramento, Ca. 94298-0001

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	Southland Transit, Inc.
INSPECTION ADDRESS	3650 Rockwell Ave El Monte, Ca. 91731
CITY OR COUNTY	El Monte, Ca. 91731
DATE	3/22/10

Bus	MAKE 2006 Ford	EQUIPMENT NUMBER 01-06	LICENSE NUMBER 1230389	VIN 1FDXE45S66DA5764	ODOMETER 77,314	TYPE FUEL G
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE			

Remarks

**** Out of Service ****

***13 CCR 1261(d)** Gasoline engine exhaust discharges more than 6" forward of bus rear.*
 (repaired 3/23/10)

13 CCR 1232(a) Tie down hardware for wheelchair(s) not properly secured when not used.

13 CCR 1232(a) Battery not properly secured.

24607(b) VC 1 of 2 two red reflectors damage. Left side reflector cracked.

Bus	MAKE 2006 Ford	EQUIPMENT NUMBER 04-06	LICENSE NUMBER 1189262	VIN 1FDXE45S86DA85765	ODOMETER 69,291	TYPE FUEL G
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE			

Remarks

**** Out of Service ****

***13 CCR 1261(d)** Gasoline engine exhaust discharges more than 6" forward of bus rear.*
 (repaired 3/23/10)

INSPECTED BY	I.D. NUMBER
B. HICKLE/M.Ibarra	A10998/A13333

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) Page 5 of 10
 Southland Transit, Inc.
 INSPECTION ADDRESS
 3650 Rockwell Ave
 CITY OR COUNTY
 El Monte, Ca. 91731
 DATE 3/22/10

Bus	MAKE 2009 Ford	EQUIPMENT NUMBER 878	LICENSE NUMBER 1235141	VIN 1FDFE45S19DA88443	ODOMETER 10,014	TYPE FUEL G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test	<input type="checkbox"/> witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER	

Remarks
 24252(a) VC Left rear clearance light inoperative. (repaired 3/22/10)

Bus	MAKE 2002 Freightliner	EQUIPMENT NUMBER 802	LICENSE NUMBER 6X83298	VIN 4UZAABBZ62CK46850	ODOMETER 301,497	TYPE FUEL Propane
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test	<input type="checkbox"/> witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER	

Remarks
 13 CCR 1232(a) Entrance door light inoperative
 13 CCR 1232(a) 2 of 2 wheel chair lift cylinders leaking
 13 CCR 1232(a) 2 of 3 rear Identification lights inoperative
 13 CCR 1269(b)(3) Emergency exit window operating instructions missing. Left side 1 of 2 windows and right side 2 of 2 windows.

INSPECTED BY B. HICKLE	I.D. NUMBER A10998
---------------------------	-----------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
 VEHICLE/EQUIPMENT INSPECTION REPORT
 JR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	
Southland Transit, Inc.	
INSPECTION ADDRESS	
3650 Rockwell Ave	
CITY OR COUNTY	DATE
El Monte, Ca. 91731	3/22/10

Bus	MAKE	2003	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	Ford		3368	7P51485	1FDWE45F73HB791999	177,946	D
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS	Test	
					<input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

Remarks

- 13 CCR 1261(g) Exhaust leak at crossover pipe. (diesel)
- 13 CCR 1232(a) 1 of 2 right front sway bar clamp bolts loose. (as marked)
- 13 CCR 1232(a) Molding around wheel chair door falling off.
- 13 CCR 1232(a) Tie down hardware for wheelchair(s) not properly secured when not used.
- 13 CCR 1232(c) Excessive oil and grease accumulated on vehicle.

Bus	MAKE	2007	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	Bluebird		ACT20	1300405	1BAGJBMA57F252628	65,569	CNG
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS	Test	
					<input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

Remarks

- 13 CCR 1267(e)(1)(A) Inoperative sensitive edges on power actuated door not adjacent to driver.

INSPECTED BY

B. HICKLE

I.D. NUMBER

A10998

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) Page 7 of 10
 Southland Transit, Inc.
 INSPECTION ADDRESS
 3650 Rockwell Ave
 CITY OR COUNTY
 El Monte, Ca. 91731
 DATE
 3/22/10

Bus	MAKE El Dorado	EQUIPMENT NUMBER 21	LICENSE NUMBER 1337968	VIN 1N9HEALG5AC084139	ODOMETER 690	TYPE FUEL CNG
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER	

Remarks
 No defects noted at the time of the inspection.

Bus	MAKE 2005 Ford	EQUIPMENT NUMBER 3176	LICENSE NUMBER 6W45036	VIN 1FDXE45S75HB50127	ODOMETER 68,060	TYPE FUEL G
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER	

Remarks
13 CCR 1248 Battery post covered with corrosion. (outside engine compartment)

INSPECTED BY B. HICKLE	I.D. NUMBER A10998
----------------------------------	------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	
Southland Transit, Inc.	
INSPECTION ADDRESS	
3650 Rockwell Ave	
CITY OR COUNTY	DATE
El Monte, Ca. 91731	3/22/10

Bus	MAKE	2007	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	Chevrolet		37-03	8J08981	1GBE4V1G67F423969	53,424	Propane
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

Remarks

13 CCR 1263 1 of 10 interior lamps inoperative.

Shop note: Left side next to entrance door minor body damage.

Bus	MAKE	2004	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	Thomas		ELM44	1175644	5DF232GB74JA59166	127,081	CNG
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

Remarks

24252(a) VC Right front turn signal lamp inoperative. (repaired 3/22/10)

13 CCR 1267(e)(1)(A) Inoperative sensitive edges on power actuated door not adjacent to driver.

13 CCR 1267(d) Door not adjacent to driver bottom skirt torn.

13 CCR 1232(a) Axle 2 molding around wheel opening separating from the body.

INSPECTED BY	I.D. NUMBER
B. HICKLE	A10998

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME) OR TERMINAL FILE CONTROL NUMBER

Southland Transit, Inc.

INSPECTION ADDRESS

3650 Rockwell Ave

CITY OR COUNTY

El Monte, Ca. 91731

DATE 3/22/10

Bus	MAKE 2006 Ford	EQUIPMENT NUMBER 3178	LICENSE NUMBER 6W45033	VIN 1FDXE45S86HA93132	ODOMETER 71,377	TYPE FUEL Propane
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test	<input type="checkbox"/> witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER	

Remarks

13 CCR 1232(a) 1 of 2 right front sway bar clamp bolts loose. (as marked)

Bus	MAKE 2004 Ford	EQUIPMENT NUMBER 4417	LICENSE NUMBER 8A81796	VIN 1FDXE45S164A88645	ODOMETER 184,863	TYPE FUEL G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test	<input type="checkbox"/> witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER	

Remarks

No defects noted at the time of the inspection.

INSPECTED BY

B. HICKLE

I.D. NUMBER

A10998

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME) OR TERMINAL FILE CONTROL NUMBER

Southland Transit, Inc.

INSPECTION ADDRESS

3650 Rockwell Ave

CITY OR COUNTY

El Monte, Ca. 91731

DATE 3/22/10

Bus	MAKE Thomas	2004	EQUIPMENT NUMBER 45	LICENSE NUMBER 1175645	VIN 5DF232GB94JA59167	ODOMETER 118,434	TYPE FUEL CNG
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

Remarks

13 CCR 1232(a) Axle 1 molding around wheel opening falling off.

13 CCR 1267(b) Grab handles / stanchion bars not properly secured. 2 of 2 screws missing.

Bus	MAKE Bluebird	1996	EQUIPMENT NUMBER 5827	LICENSE NUMBER 7G21240	VIN 1BAGDCSA1TF070094	ODOMETER 444,780	TYPE FUEL D
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

Remarks

13 CCR 1232(a) 1 of 1 hood hold straps missing.

13 CCR 1261(g) Exhaust leaks at system repairs. Clamp forward of muffler. (diesel)

13 CCR 1269(b)(3) Emergency exit window operating instructions missing. Left / right side 3 of 4 signs missing.

24252(a) VC 2 of 2 back up lights inoperative. (On / off on / off.)

INSPECTED BY
B. HICKLE

I.D. NUMBER
A10998

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19
CARRIER TYPE BUS	CODE G	OTHER PROGRAM B	LOCATION CODE 525
TELEPHONE NUMBER (W/ AREA CODE) (626)258-1310			SUBAREA S31

TERMINAL NAME
Southland Transit, Inc.

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 Rockwell Ave El Monte, Ca. 91731

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)

LICENSE AND FLEET INFORMATION

HM LIC. NO. N/A	HWT REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 12 II- 6	DRIVERS 14
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Wayne Seale	DAY TELEPHONE NUMBER (W/ AREA CODE) (626)483-1174	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (626)483-1174
EMERGENCY CONTACT (NAME) Jason Snow	DAY TELEPHONE NUMBER (W/ AREA CODE) (626)430-3656	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (626)488-4356

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2009]

<input type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 50,000	<input type="checkbox"/> C 50,001 100,000	<input checked="" type="checkbox"/> D 100,001 500,000	<input type="checkbox"/> E 500,001 1,000,000	<input type="checkbox"/> F 1,000,001 2,000,000	<input type="checkbox"/> G 2,000,001 5,000,000	<input type="checkbox"/> H 5,000,001 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
---	--	---	---	--	--	--	---	---

OPERATING AUTHORITIES

PUC N/A	T- N/A	T- N/A	TCP N/A	PSC N/A	TCP N/A	PSC N/A	US DOT N/A
ICC <input type="checkbox"/> MC <input type="checkbox"/> MX	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION			

INSPECTION FINDINGS		INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A=Not Applicable																			
REQM'TS	VIOL	MAINTENANCE PROGRAM				DRIVER RECORDS				REG. EQUIPMENT				HAZARDOUS MATERIALS				TERMINAL			
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 NA 2 NA 3 NA 4 NA	1 S 2 S 3 S 4 S	Time In	Time Out												
DRIVER RECORDS	1	No. 6 Time	No. 11 Time	No. 6 Time																	
DRIVER HOURS		<input checked="" type="checkbox"/> No HM Transported	<input type="checkbox"/> No HM Violations Noted	No. Time																	
BRAKES		REMARKS																			
LAMPS & SIGNALS	1	Carrier terminal is being rated satisfactory at this time.																			
CONNECTING DEVICES																					
STEERING & SUSPENSION																					
TIRES & WHEELS																					
EQUIPMENT REQUIREMENTS	1																				
CONTAINERS & TANKS																					
HAZARDOUS MATERIALS																					

BIT <input type="checkbox"/> I <input type="checkbox"/> R <input checked="" type="checkbox"/>	NON-BIT <input checked="" type="checkbox"/>	FEE DUE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 1000 COL. <input type="checkbox"/>	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 3650 Rockwell Ave El monte, Ca. 91731
INSPECTED BY (NAME) B. HICKLE/M.Ibarra			ID NUMBER A10998/A1333	INSPECTION DATE(S) 3/22,23&25/2010	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>X Shirley Gholar-Reodix</i>	DATE 3-25-10
CARRIER REPRESENTATIVE'S PRINTED NAME SHIRLEY GHOLAR-REODIX	TITLE TRAINER & SAFETY MANAGER	DRIVER LICENSE NUMBER [REDACTED]
		STATE CA

CONTINUATION
CP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
3/22,23&25/2010	CHP 343
CARRIER NAME	CA NUMBER
Southland Transit, Inc.	216255
ADDRESS	FC NUMBER
3650 Rockwell Ave El Monte, Ca. 91731	258682

REMARKS

Driver Records

14606(b) VC Employer of a class A or class B driver did not ascertain that the driver has a valid medical certificate in possession as provided in section 12804.9(c) VC, which had been issued within two years prior to the date of the persons employment or hiring.

Driver : T.Alvidrez Medical expired 7/03/08. Southern Division confirmed medical is expired. The driver's license is valid.

Whenever the person fails to qualify for a medical certificate on re-examination, the employer shall report the failure to DMV.

13 CCR 1234(c) Carrier is advice to maintain a complete record of required documents for each driver they employ.

School bus, SPAB, youth bus, farm labor vehicles and GPPV carriers shall maintain a record of required documents for each driver they employ. The carrier shall notify each driver of the expiration date of the documents listed in (1) through (4), and the carrier shall ensure each document is renewed prior to expiration.

The record shall contain the following data:

- (1) Driver's license class, number, restrictions and expiration date.
- (2) Driver's certificate restrictions, expiration date, certification issuance date and driver's date of birth.
- (3) Date medical certificate expires.
- (4) Expiration date of driver's first aid certificate, license as a physician and surgeon, osteopath, or registered nurse, or certificate as a physician's assistant or emergency medical technician when such certificate or license is used to obtain a waiver of the first aid examination pursuant to Vehicle Code Section 12522.
- (5) Date and number of hours of training specified in Education Code Sections 40080-40090 or Vehicle Code Section 12523 since issuance of the driver's current certificate.

13 CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records
Unit P.O. Box 942898
Sacramento, Ca. 94298-0001

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

Southland Transit, Inc.
 INSPECTION ADDRESS
 3650 Rockwell Ave El Monte, Ca. 91731
 CITY OR COUNTY
 El Monte, Ca. 91731

DATE
 3/22/10

Bus	MAKE	2009	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
		Ford	34	1329343	1FDFE45S99DA47199	8,018	G
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE		SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER		

Remarks

No defects noted at the time of the inspection

Bus	MAKE	2009	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
		Ford	33	1329342	1FDFE45S79DA47198	7,760	G
	MAKE		EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC./TYPE		SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE	ODOMETER		

Remarks

No defects noted at the time of the inspection

INSPECTED BY	I.D. NUMBER
B. HICKLE/M.Ibarra	A10998/A1333

Use previous editions until depleted

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)

Southland Transit, Inc.

INSPECTION ADDRESS

3650 Rockwell Ave

CITY OR COUNTY

El Monte, Ca. 91731

DATE

3/22/10

Bus	MAKE	2005	EQUIPMENT NUMBER	27	LICENSE NUMBER	1180209	VIN	1FDXE45S15HA19131	ODOMETER	93,202	TYPE FUEL	G
	MAKE	Ford	EQUIPMENT NUMBER		LICENSE NUMBER		VIN		ODOMETER		TYPE FUEL	
TANK/CONTAINER MAKE		SPEC./TYPE		SERIAL NUMBER/UNIT NUMBER		CT NUMBER		VRS		<input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER				

Remarks

13 CCR 1232(a) Tie down hardware for wheelchair(s) not properly secured when not used.

Bus	MAKE	2005	EQUIPMENT NUMBER	22	LICENSE NUMBER	1180235	VIN	1FDXE45S25HA36049	ODOMETER	115,508	TYPE FUEL	G
	MAKE	Ford	EQUIPMENT NUMBER		LICENSE NUMBER		VIN		ODOMETER		TYPE FUEL	
TANK/CONTAINER MAKE		SPEC./TYPE		SERIAL NUMBER/UNIT NUMBER		CT NUMBER		VRS		<input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER				

Remarks

No defects noted at the time of the inspection.

INSPECTED BY

B. HICKLE

I.D. NUMBER

A10998

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)

Southland Transit, Inc.

INSPECTION ADDRESS

3650 Rockwell Ave 1

CITY OR COUNTY

El Monte, Ca. 9173

DATE 3/22/10

Bus	MAKE 2009 Ford	EQUIPMENT NUMBER 36	LICENSE NUMBER 1329345	VIN 1FDFE45S39DA47201	ODOMETER 8,478	TYPE FUEL G
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

Remarks

No defects noted at the time of the inspection.

Shop note: Behind axle 2 right side minor body damage.

Bus	MAKE 2005 Ford	EQUIPMENT NUMBER 20	LICENSE NUMBER 1215612	VIN 1FDXE45S95HA36047	ODOMETER 82,062	TYPE FUEL G
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

Remarks

24601 VC License plate lamp inoperative.

INSPECTED BY

B. HICKLE

I.D. NUMBER

A10998

CARRIER INSPECTION
HP 343D (Rev. 2-99) OPI 062

CARRIER NAME	CA NUMBER	LOC. CODE	SUBAREA
Southland Transit, Inc.	216255	525	S31
STREET ADDRESS, CITY, STATE, ZIP CODE	PHONE NUMBER	DATE	
3650 Rockwell Ave El Monte, Ca. 91731	(626)258-1310	3/22,23&25/2010	
CARRIER REPRESENTATIVE	TITLE	TIME IN	TIME OUT
SHIRLEY GHOLAR-REDDIX	TRAINER & SAFETY MANAGER		
INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)	U.S. DOT NUMBER	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- OTHER: _____

REMARKS

Controlled substance and alcohol testing program compliance.

For the purpose of the controlled substance and alcohol testing program this carrier is contracted with the following consortium.

Irwindale Industrial Clinic
6000 N. Irwindale Ave Ste. A
Irwindale, Ca. 91706
(626) 969-9800

Confirmed carriers enrollment with Pattie.

Carrier's controlled substance and alcohol program is at an acceptable level of compliance.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY	NUMBER OF RECORDS INSPECTED	NUMBER OF VIOLATIONS	CHP 345 ISSUED	SUSPENSE DATE	CHP 100D COLUMN NO.
<u>1 UR 2 S 3 S 4 S</u>	5		<input type="checkbox"/>	<input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	
INSPECTED BY (NAME)	ID NUMBER		CARRIER TYPE		
B. HICKLE/M.Ibarra	A10998/A1333		<input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus		

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through _____ will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Southern _____ Division Motor Carrier Safety Unit Supervisor at _____ (323) 644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER AND STATE
SHIRLEY GHOLAR-REDDIX	TRAINER & SAFETY MANAGER	[REDACTED]
CARRIER REPRESENTATIVE'S SIGNATURE	CURRENT CARRIER RATING	DATE
<i>Shirley Gholar-Reddix</i>	SATISFACTORY	3-25-10

CARRIER INSPECTION
CHP 343D (Rev. 2-99) OPI 062

CARRIER NAME Southland Transit, Inc.	CA NUMBER 216255	LOC. CODE 525	SUBAREA S31
STREET ADDRESS, CITY, STATE, ZIP CODE 3650 Rockwell Ave El Monte, Ca. 91731	PHONE NUMBER (626)258-1310	DATE 3/22,23&25/2010	
CARRIER REPRESENTATIVE Shirley GHOLAR-REDDIX	TITLE TRAINER & SAFETY MANAGER	TIME IN	TIME OUT
INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)	U.S. DOT NUMBER	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
 OTHER: _____

REMARKS

Controlled substance and alcohol testing program compliance.

For the purpose of the controlled substance and alcohol testing program this carrier is contracted with the following consortium.

Irwindale Industrial Clinic
6000 N. Irwindale Ave Ste. A
Irwindale, Ca. 91706
(626) 969-9800

Confirmed carriers enrollment with Pattie.

Carrier's controlled substance and alcohol program is at an acceptable level of compliance.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY 1 UR 2 S 3 S 4 S	NUMBER OF RECORDS INSPECTED 5	NUMBER OF VIOLATIONS	CHP 345 ISSUED <input type="checkbox"/>	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	CHP 100D COLUMN NO.
INSPECTED BY (NAME) B. HICKLE/M.Ibarra	ID NUMBER A10998/A1333	CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus			

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through _____ will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Southern _____ Division Motor Carrier Safety Unit Supervisor at _____ (323) 644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME SHIRLEY GHOLAR-REDDIX	TITLE TRAINER & SAFETY MANAGER	DRIVER LICENSE NUMBER AND STATE [REDACTED]
CARRIER REPRESENTATIVE'S SIGNATURE Shirley Gholar-Reddix	CURRENT CARRIER RATING SATISFACTORY	DATE 3/25-10

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT /
TERMINAL RECORD UPDATE
CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19
CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE 6	OTHER PROGRAM B	LOCATION CODE 525	SUBAREA S31

TERMINAL NAME
SOUTHLAND TRANSIT INC.

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 ROCKWELL AVE EL MONTE, CA. 91731

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)

TELEPHONE NUMBER (W/ AREA CODE)
(626) 258-1310

LICENSE AND FLEET INFORMATION

H/M LIC. NO.	HWT REG. NO.	BMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE 1-12 11-6	DRIVERS 14
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) <u>RUBEN MENDOZA</u>	DAY TELEPHONE NUMBER (W/ AREA CODE) <u>(626) 258-3389</u>	NIGHT TELEPHONE NUMBER (W/ AREA CODE) <u>(818) 470-7019</u>
EMERGENCY CONTACT (NAME) <u>JIM HANWOOD</u>	DAY TELEPHONE NUMBER (W/ AREA CODE) <u>(626) 258-1332</u>	NIGHT TELEPHONE NUMBER (W/ AREA CODE) <u>(626) 230-1892</u>

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2008]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000	D 100,001 - 500,000	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

OPERATING AUTHORITIES

PUC	T- <input type="checkbox"/> TCP <input type="checkbox"/> PSC	T- <input type="checkbox"/> TCP <input type="checkbox"/> PSC	US DOT NO.
CC <input type="checkbox"/> MC <input type="checkbox"/> MX	<input type="checkbox"/> MC <input type="checkbox"/> MX	MCP <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	REASON FOR INSPECTION <u>ANNUAL BUS TERMINAL INSPECTION</u>

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	3	1 S 2 S 3 S 4 S	1 U 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 2 3 4	1 U 2 S 3 S 4 S
DRIVER RECORDS	2	No. Time	No. Time	No. Time	TIME	TIME IN TIME OUT
DRIVER HOURS		HAZARDOUS MATERIALS <input type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units		
BRAKES	1	REMARKS				
LAMPS & SIGNALS	2	<u>CARRIER'S TERMINAL IS BEING RATED SATISFACTORY</u>				
CONNECTING DEVICES						
STEERING & SUSPENSION	4	<u>AT THIS TIME</u>				
TIRES & WHEELS						
EQUIPMENT REQUIREMENTS	24					
CONTAINERS & TANKS						
HAZARDOUS MATERIALS						

BIT A R NON-BIT

FEE DUE Yes No

CHP 345 CHP 1000 COL.

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
3650 ROCKWELL AVE EL MONTE, CA. 91731

INSPECTED BY (NAME)
B. HICKLE

ID NUMBER A10998 INSPECTION DATE(S) 3/6, 11, 12, 13, 25/09

SUSPENSE DATE Auto None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING <u>SATISFACTORY</u>	CARRIER REPRESENTATIVE'S SIGNATURE <u>[Signature]</u>	DATE <u>3/25/09</u>
CARRIER REPRESENTATIVE'S PRINTED NAME <u>Ruben Mendoza</u>	TITLE <u>Director of Operations</u>	DRIVER LICENSE NUMBER <u>[Redacted]</u> STATE <u>CA</u>

DATE 3/25/09 THIS IS A CONTINUATION OF
CHP

CARRIER NAME
SOUTHLAND TRANSIT INC.

CA NUMBER
216255

ADDRESS
3650 ROCKWELL AVE EL MONTE, CA 91731

FC NUMBER
258682

REMARKS

1300A1732(B) CARRIER DOES NOT SYSTEMATICALLY INSPECT AND MAINTAIN VEHICLES AT REGULAR INTERVALS AS REQUIRED. INSPECTION AND MAINTENANCE RECORDS INDICATE 45 DAY 3,000 MILE INTERVALS EXCEEDED BY 1 DAY ON UNIT-1, LICENSE 1055351 AND UNIT 14, LICENSE 1055288. UNIT-1 SERVICED ON 11/28/08 NEXT SERVICE ON 11/21/09 AND UNIT 14 SERVICED ON 11/28/08 NEXT SERVICE ON 11/28/08.

YOU ARE DIRECTED TO ADHERE TO INSPECTION(S) AND MAINTENANCE INTERVALS FOR VEHICLES UNDER YOUR CONTROL.

NOTE: UNIT-26, LICENSE 1180237: RECORDS INDICATE THIS VEHICLE EXCEEDED 45 DAY 3,000 MILE INTERVAL BY 14 DAYS. REPAIR RECORDS INDICATE VEHICLE WAS AT AN OUTSIDE VENDOR WAITING ON PARTS FOR REPAIR.

1300C1234(E) CARRIER'S INSPECTION AND MAINTENANCE RECORDS DO NOT INCLUDE THE SIGNATURE OF THE PERSON PERFORMING THE INSPECTION. MAINTENANCE RECORDS SHALL INCLUDE THE SIGNATURE OF THE PERSON WHO PERFORMED THE INSPECTION. NO SIGNATURE FOR 45 DAY 3,000 MILE SERVICE (PML) DATED 1/22/08.

YOU ARE DIRECTED TO INCLUDE THE SIGNATURE OF THE PERSON(S) WHO PERFORM THE INSPECTION AND REPAIRS.

1300C1234(G) DAILY VEHICLE INSPECTION REPORT DID NOT INCLUDE THE SIGNATURE OF THE PERSON PERFORMING THE INSPECTION. DAILY VEHICLE INSPECTIONS REPORT WAS NOT SIGN BY THE DRIVER ON 2/15/09, 2/18/09, ~~AND~~ 3/1/09, 3/7/09 AND 3/8/09.

YOU ARE DIRECTED TO ENSURE EACH DAILY VEHICLE INSPECTION REPORT IS SIGNED.

DATE 3/25/09 THIS IS A CONTINUATION OF
CHP

CARRIER NAME

SOUTHLAND TRANSIT INC

CA NUMBER

216255

ADDRESS

3650 ROCKWELL AVE EL MONTE, CA 91731

FC NUMBER

258682

REMARKS

130001234(b) CARRIER DOES NOT MAINTAIN RECORDS OF THE DIFFERENT TYPES OF VEHICLES AND VEHICLE COMBINATIONS EACH DRIVER IS CAPABLE OF DRIVING PURSUANT TO 130001229. CARRIER DOES NOT HAVE ON FILE A DRIVER PROFICIENCY RECORD FOR THE FOLLOWING DRIVERS. CARY HOU, OLGA MIKA, AND VIOLET MENDOZA.

YOU ARE DIRECTED TO MAINTAIN A RECORD OF THE DIFFERENT TYPES OF VEHICLES AND VEHICLE COMBINATIONS AND DRIVER IS CAPABLE OF SAFETY ON A HIGHWAY UNSUPERVISED.

130001234(c)(4) SCHOOL BUS, SPA, YOUTH BUS, FARM LAND VEHICLE AND *PPV CARRIERS SHALL MAINTAIN A RECORD OF REQUIRED DOCUMENTS FOR EACH DRIVER THEY EMPLOY. THE CARRIER SHALL NOTIFY EACH DRIVER OF THE EXPIRATION DATE OF THE DOCUMENTS. CARRIER SHALL MAINTAIN A RECORD OF THE EXPIRATION DATE OF THE DRIVERS FIRST AID CERTIFICATE. CARRIER DOES NOT HAVE ON FILE A CURRENT FIRST AID CERTIFICATE FOR THE FOLLOWING DRIVERS, NORMAN CASTILLO, STEVEN CUEVAS, CARY HOU, LAWRENCE CLARK, OLGA MIKA, CHRISTINA MURPHY, MANUEL QUEZADA, EDUARDO CABALLERO AND BRIGIS CAUSE.

(FIRST AID CERTIFICATE)

YOU ARE DIRECTED TO MAINTAIN A CURRENT RECORD OF EACH DRIVER YOU EMPLOY. YOU ARE DIRECTED TO ENSURE EACH RECORD (DOCUMENT) IS RENEWED PRIOR TO EXPIRATION.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	3/25/09	THIS IS A CONTINUATION OF:	CHP 343
------	---------	----------------------------	---------

CARRIER NAME	SOUTHLAND TRANSIT INC.	CA NUMBER	216255
--------------	------------------------	-----------	--------

ADDRESS	3650 ROCKWELL AVE EL MOUNTAIN, CA. 91731	FC NUMBER	258682
---------	--	-----------	--------

REMARKS

13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal.

Carrier shall notify the department in writing of any change of address or cessation of regulated activities at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records Unit
P.O. Box 942898
Sacramento, Ca. 94298-0001

VEHICLE / EQUIPMENT INSPECTION REPORT
FOR MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) SOUTHLAND TRANSIT INC.	PAGE 5 OF 8
INSPECTION ADDRESS 3650 ROCKWELL AVE	DATE 3/6/09
CITY OR COUNTY EL MONTE, CA. 91731	

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2005 FORD	EQUIPMENT NUMBER ARC27	LICENSE NUMBER 1180209	VIN 1FDXE45515H11-19131	ODOMETER 74,168	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION	
13CC11232(a)	INSIDE WHEELCHAIN LIFT LIGHT INOP (CORRECTED 3/6/09)
13CC11232(a)	LEFT/RIGHT REAR SHOCK LOOSE
13CC11232(a)	LOWER RADIATOR HOSE & COOLER HOSE RUBBING TOGETHER

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2000 FORD	EQUIPMENT NUMBER ARC1	LICENSE NUMBER 1055351	VIN 1FDXE4559YHA4-3620	ODOMETER 154963	TYPE FUEL B
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION	
	* OUT OF SERVICE *
# 26453 VC	LEFT SIDE METAL BRACE HOSE FITTING AT CRIPPER LEAKING, BRAKE FLUID LEAK UNDER PRESSURE (CORRECTED 3/6/09)
13CC11232(a)	LEFT SIDE ROWS 2,3,4 ARM REST MISSING
13CC11232(a)	RIGHT SIDE ROWS 3&4 ARM REST MISSING
13CC11232(a)	LEFTSIDE ROWS 2,3&4 HEAD REST PADDING MISSING
13CC11232(a)	RIGHT SIDE ROWS 1,2&3 HEAD REST PADDING MISSING
13CC11232(a)	LEFT SIDE ROW 2 ASIDE SEAT LOWER SCOT TO FRAME LOOSE
13CC11232(a)	COOLANT LEAK AT DRAIN VALVE
13CC11232(a)	FLUID LEAK AT COOLER LINE FITTING TO LOWER RADIATOR
13CC11232(a)	OIL LEAK IN THE AREA OF THE OIL PAN GASKET
13CC11256(a)	CARRIER IDENTIFICATION NUMBERS (CA) NOT DISPLAY RIGHT SIDE

INSPECTED BY
B. HICKLE

ID NUMBER
A10998

VEHICLE / EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) <i>SOUTHLAND THIRST INC</i>	PAGE <i>6</i> OF <i>8</i>
INSPECTION ADDRESS <i>3650 ROCKWELL AVE</i>	
CITY OR COUNTY <i>EL MONTE, CA. 91731</i>	DATE <i>3/6/09</i>

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE <i>2000 FORD</i>	EQUIPMENT NUMBER <i>ARC1</i>	LICENSE NUMBER <i>1055351</i>	VIN <i>1FDXE4559YH443620</i>	ODOMETER <i>154,963</i>	TYPE FUEL <i>G</i>
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

CONTINUED-

13CCN12691105(A) WHEELCHAIN LIFT CONTROLS DO NOT PROPERLY INTERLOCK WITH THE TRANSMISSION. WHEELCHAIN LIFT CONTROLS PROPERLY INTERLOCK WITH THE BRAKES SO THE VEHICLE WILL NOT MOVE WITH THE LIFT DEPLOYED.

NOTE! WHEELCHAIN LIFT HAND CONTROL MISSING BLACK SPACE COVER.

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE <i>2000 FORD</i>	EQUIPMENT NUMBER <i>ARC14</i>	LICENSE NUMBER <i>1055280</i>	VIN <i>1FDXE4550YH44618</i>	ODOMETER <i>129,956</i>	TYPE FUEL <i>G</i>
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

24408(a) HIGH BEAM INDICATOR IN OP
13CCN1232(a) LEFT REAR SHOCK LOOSE
13CCN1232(a) LOWER RADIATOR HOSE AND COOLER HOSE RUBBING TOGETHER
13CCN1232(a) TIE DOWN HARDWARE FOR WHEELCHAIN NOT PROPERLY SECURED WHEN NOT USED.

INSPECTED BY

B. HICKLE

ID NUMBER

A10998

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)
SOUTHLAND TRANSIT INC PAGE **7** OF **8**

INSPECTION ADDRESS
3650 ROCKWELL AVE

CITY OR COUNTY
EL MONTE, CA 91731 DATE **3/6/09**

VEHICLE / EQUIPMENT INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2006 FORD	EQUIPMENT NUMBER NCA12	LICENSE NUMBER 1055279	VIN 1FDXE45594H4A3617	ODOMETER 152,951	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE			

SECTION	
13CCN1232(a)	2 # 10 WHEELCHAIR LIFT MOUNTING BOLTS LOOSE
13CCN1232(a)	LEFT SIDE SEATS ROW 2 PADDING PEELING AWAY FROM UPPER SEAT FRAME
13CCN1232(a)	LEFT / RIGHT REAR SHOCKS LOOSE
13CCN1232(a)	TRANSMISSION LEAK AT COOLER HOSE / FITTING

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2005 FORD	EQUIPMENT NUMBER ARC 28	LICENSE NUMBER 1180210	VIN 1FDXE45575HA51811	ODOMETER 86,402	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE			

SECTION	
13CCN1232(a)	TIE DOWN HARDWARE FOR WHEELCHAIR NOT PROPERLY SECURED WHEN NOT USED
13CCN1232(a)	LEFT / RIGHT REAR SHOCKS LOOSE
13CCN1232(a)	DIFFERENTIAL FLUID LEAKING AT COVER HOUSING

INSPECTED BY **B. HICKLE** ID NUMBER **A10998**

VEHICLE / EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) SOUTHLAND TRANSIT INC.	PAGE 8 OF 8
INSPECTION ADDRESS 3650 ROCKWELL AVE	
CITY OR COUNTY EL MONTE, CA 91731	DATE 3/6/09

CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2005 FORD	EQUIPMENT NUMBER AAC26	LICENSE NUMBER 1190237	VIN 1FDXE45X5HA19130	ODOMETER 48,662	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

- 1300A1232(a)** TIE DOWN HORIZONTAL FOR WHEELCHAIR NOT PROPERLY SECURED WHEN NOT USED
- 1300A1232(a)** LEFT / RIGHT REAR STRAPS LOOSE
- 1300A1232(a)** LOWER RADIATOR HOSE AND COOLER HOSE RUBBING TOGETHER
- 1300A1232(a)** 1 M 2 WHEELCHAIR LIFT HYDRAULIC CYLINDERS SMALL LEAK
- 1300A1268(a)2** RIGHT SIDE EMERGENCY WINDOW LATCH BOKEN
- 1300A1268(a)4** RIGHT SIDE EMERGENCY OPERATING INSTRUCTION NOT LEGIBLE

CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

INSPECTED BY
B. HICKLE

ID NUMBER
A10998

CARRIER NAME SOUTHLAND TRANSIT INC.	CA NUMBER 216255	LOC. CODE 525	SUBAREA 531
STREET ADDRESS, CITY, STATE, ZIP CODE 3650 ROCKWELL AVE EL MONTE, CA 91731	PHONE NUMBER (626) 258-1310	DATE 3/25/09	
CARRIER REPRESENTATIVE Ruben Mendoza	TITLE Director of operations	TIME IN	TIME OUT
INSPECTION LOCATION (if other than the carrier's principal place of business)	U.S. DOT NUMBER	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCES & ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- OTHER: _____

REMARKS

FOR THE PURPOSE OF THE CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM, THIS CARRIER IS CONTRACTED WITH THE FOLLOWING CONSULTANT:

IRVINDALE INDUSTRIAL CLINIC
4000 N. IRVINDALE AVE
IRVINDALE CA. 91706
tele: (626) 969-9800

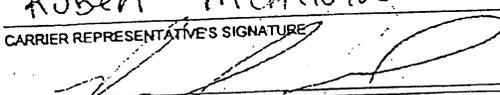
CONFIRMED CARRIER'S ENROLLMENT ON 3/23/09 WITH PATROL. CARRIER CONTROLLED SUBSTANCE AND ALCOHOL PROGRAM IS AT AN ACCEPTABLE LEVEL OF COMPLIANCE.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY 1 <u>U</u> 2 <u>S</u> 3 <u>S</u> 4	NO. OF RECORDS INSPECTED 14	NO. OF VIOLATIONS 0	CHP 345 ISSUED <input type="checkbox"/>	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	CHP 1000 COLUMN NO.
INSPECTED BY (Name) B. HICKLE	ID NUMBER A10978	CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus			

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages (2 through _____) will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the SOUTHERN Division Motor Carrier Safety Unit Supervisor at (263 844-2557) within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME Ruben Mendoza	TITLE Director of operations	DRIVER LICENSE NUMBER AND STATE [REDACTED]
CARRIER REPRESENTATIVE'S SIGNATURE 	CURRENT CARRIER RATING SATISFACTORY	DATE 3/25/09

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE
 CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 216255	FILE CODE NUMBER 258682	COUNTY CODE 19
CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE B	OTHER PROGRAM G	LOCATION CODE 525	SUBAREA 531

TERMINAL NAME
SOUTHLAND TRANSIT INC.

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 ROCKWELL AVE EL MONTE, CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)

TELEPHONE NUMBER (W/ AREA CODE)
(626) 258-1310

LICENSE AND FLEET INFORMATION

H/M LIC. NO.	H/MV REG. NO.	H/M LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE 1-55 11-12	DRIVERS 132
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) RUBEN MENDOZA	DAY TELEPHONE NUMBER (W/ AREA CODE) (626) 258-3389	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (818) 470-7019
EMERGENCY CONTACT (NAME) JIM HARWOOD	DAY TELEPHONE NUMBER (W/ AREA CODE) (626) 258-1332	NIGHT TELEPHONE NUMBER (W/ AREA CODE) (626) 230-1892

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2008]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000	D 100,001 - 500,000	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

OPERATING AUTHORITIES

PUC	T- <input type="checkbox"/> TCP <input type="checkbox"/> PSC	US DOT NO.
ICC	<input type="checkbox"/> MC <input type="checkbox"/> MX <input type="checkbox"/> MCP <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	REASON FOR INSPECTION ANNUAL BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable					
REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL	
MAINTENANCE PROGRAM	1	1 S 2 S 3 S 4	1 U 2 S 3 S 4	1 S 2 S 3 S 4	1 2 3 4	1 U 2 S 3 S 4	
DRIVER RECORDS	3	No. Time	No. Time	No. Time	TIME	TIME IN TIME OUT	
DRIVER HOURS		HAZARDOUS MATERIALS <input type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units			
BRAKES	1	REMARKS CARRIER'S TERMINAL IS BEING RATED SATISFACTORY AT THIS TIME.					
LAMPS & SIGNALS	9						
CONNECTING DEVICES							
STEERING & SUSPENSION	2						
TIRES & WHEELS							
EQUIPMENT REQUIREMENTS	19						
CONTAINERS & TANKS							
HAZARDOUS MATERIALS							

BIT- <input type="checkbox"/> I <input type="checkbox"/> R <input checked="" type="checkbox"/> NON-BIT	FEE DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL <input type="checkbox"/>	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 3650 ROCKWELL AVE EL MONTE, CA 91731
INSPECTED BY (NAME) B. HICKLE	ID NUMBER A10998	INSPECTION DATE(S) 3/6, 11, 12, 18, 25/09	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through _____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at _____ within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>[Signature]</i>	DATE 3/25/09
CARRIER REPRESENTATIVE'S PRINTED NAME Ruben Mendoza	TITLE Director of operations	DRIVER LICENSE NUMBER STATE [Redacted] CA

DATE 3/25/09 THIS IS A CONTINUATION OF
CHP 343

CARRIER NAME
SOUTHLAND TRANSIT INC

CA NUMBER
216255

ADDRESS
3650 ROCKWELL AVE LEL MONTE, CO. 91731

FC NUMBER
258682

REMARKS

MAINTENANCE PROGRAM:

13 CEN 1230(a) CARRIER PERMITS THE OPERATION OF VEHICLES
IN UNSAFE CONDITION:

EQUIPMENT NUMBER EL1147, LICENSE NUMBER 1175647
1 OF 4 BRAKES DEFECTIVE, FAILING TO APPLY.

13 CEN 1232(a) CARRIER DOES NOT ENSURE PREVENTATIVE MAIN-
TENANCE AND SAFETY INSPECTIONS ARE SYSTEMATICALLY
INSPECTED, MAINTAINED AND LUBRICATED TO ENSURE THEY
ARE IN SAFE AND PROPER OPERATING CONDITION. CARRIER
INDICATED THAT VEHICLES ARE INSPECTED EVERY 6,000
MILES, CARRIER RECORDS INDICATE SERVICE INTERVALS
FOR VEHICLE 1231329, 1058366, EQUIPMENT NUMBER ACT-20 AND
1131920 WERE EXCEEDED ON THE FOLLOWING DATES.

VEHICLE 1231329 SERVICED ON 10/2/08 AT 82,677, NEXT SERVICE ON 11/11/08
AT 89,165 EXCEEDED SERVICE INTERVAL BY 488 MILES

VEHICLE 1058366 SERVICED ON 9/3/08 AT 29,557, NEXT SERVICE ON 1/15/09
AT 35,994 EXCEEDED SERVICE INTERVAL BY 437 MILES

EQUIPMENT NUMBER ACT-20 SERVICED ON 8/1/08 AT 17,420, NEXT SERVICE
ON 10/1/08 AT 23,729 EXCEEDED SERVICE INTERVAL BY 309 MILES

VEHICLE 1131920 SERVICED ON 8/2/08 AT 247,078, NEXT SERVICE ON
9/29/08 AT 253,195 EXCEEDED SERVICE INTERVAL BY 117 MILES.

CARRIER IS DIRECTED TO ENSURE THAT ALL VEHICLES UNDER
THEIR CONTROL ADHERE TO CARRIER'S 6,000 MILE SERVICE INTERVAL.
CARRIER SHALL ENSURE EACH VEHICLE IS SYSTEMATICALLY
INSPECTED, MAINTAINED AND LUBRICATED TO ENSURE THEY ARE
IN SAFE AND PROPER OPERATING CONDITION. THIS INCLUDES REQUIRED
ACCESSORIES ON THE VEHICLE(S).

DATE
3/25/09

THIS IS A CONTINUATION OF
CHP 343

CARRIER NAME

SOUTHLAND TRANSIT INC

CA NUMBER

216255

ADDRESS

3650 ROCKWELL AVE EL MONTE, CA. 91731

FC NUMBER

258682

REMARKS

CONTINUED

130611.213(d) LOCATION OF CHANGE OF DUTY STATUS. FOR EACH CHANGE OF DUTY STATUS (E.G. THE PLACE OF REPORTING FOR WORK, STARTING TO DRIVE, ON DUTY ~~AND~~ DRIVING AND WHEN RELEASED FROM WORK) THE NAME OF THE CITY, TOWN OR VILLAGE WITH STATE ABBREVIATION SHALL BE RECORDED.

DRIVERS CHARLES HOLLY AND MOSES BARAJAS FAILED TO ENTER IN THE REMARKS SECTION OF THE DUTY RECORD (LOG) THE CHANGE OF DUTY STATUS.

CHARLES HOLLY ON 2/6/09 - NO CHANGE OF DUTY STATUS RECORDED
MOSES BARAJAS ON 2/4/09 - NO CHANGE OF DUTY STATUS RECORDED

DRIVERS ARE DIRECTED TO ENTER IN THE REMARKS SECTION OF THE DUTY RECORD (LOG) THE CHANGE OF DUTY STATUS.

130611.213(e) DRIVER(S) DO NOT MAINTAIN THE REQUIRED RECORD OF DUTY STATUS (LOG). EACH DRIVER SHALL MAINTAIN A RECORD OF HIS/HER DUTY STATUS. 1212(c) EXCEPTION- DRIVERS OF VEHICLES LEAVING AND RETURNING TO THE SAME LOCATION AND ARE RELEASED FROM WORK WITHIN TWELVE CONSECUTIVE HOURS, HAVE AT LEAST EIGHT CONSECUTIVE HOURS OFF DUTY BETWEEN EACH 12 HOURS ON DUTY AND OPERATE WITHIN A 100-MILE RADIUS OF THEIR NORMAL WORK REPORTING LOCATION, ARE EXEMPT FROM THE DUTY STATUS RECORD (LOG) REQUIREMENTS PROVIDED THE DRIVER MAINTAINS ACCURATE AND TRUE RECORDS INDICATING: THE DRIVER(S) TIME FOR REPORTING ON AND OFF DUTY EACH DAY, TOTAL NUMBER OF HOURS ON DUTY AND TOTAL TIME FOR THE PRECEDING SEVEN DAYS (FOR FIRST TIME OR INTERMITTENT DRIVERS) AND THESE RECORDS ARE RETAINED FOR SIX MONTHS.

DRIVER(S) - MARY ANNE McCracken

2/2/09 12:50

DATE 3/25/09 THIS IS A CONTINUATION OF
CHP

CARRIER NAME

SOUTHWEST TRANSIT INC.

CA NUMBER

216 255

FC NUMBER

258 682

ADDRESS

3650 ROCKWELL AVE EL MONTE, CA. 91731

REMARKS

CONTINUED

DRIVERS ARE DIRECTED TO MAINTAIN THE REQUIRED
RECORD OF DUTY STATUS (LOG) WHEN NOT MEETING THE
EXCEPTION OF 1217(e).

13CCR1234(b) CARRIER DOES NOT MAINTAIN RECORDS OF THE
DIFFERENT TYPES OF VEHICLES AND VEHICLE COMBINATIONS
EACH DRIVER IS CAPABLE OF DRIVING PURSUANT TO 13CCR1229,

MOTOR CARRIERS IS DIRECTED TO MAINTAIN A RECORD OF THE
DIFFERENT TYPES OF VEHICLES AND VEHICLE COMBINATIONS
IF DRIVER IS CAPABLE OF SAFELY OPERATING ON A HIGHWAY
UNSUPERVISED.

NOTE: VIOLATION 13CCR1234(b) NOTED PREVIOUSLY ON TERMINAL
REPORT DATED 1/02, 1/03 & 1/09/08.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	3/25/09	THIS IS A CONTINUATION OF	CHP 343	
CARRIER NAME	SOUTHLAND TRANSIT INC		CA NUMBER	216255
ADDRESS	3650 ROCKWELL AVE EL MOUNTAIN, CA 91731		FC NUMBER	258682

REMARKS

13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal.
Carrier shall notify the department in writing of any change of address or cessation of regulated activities at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol
Commercial Records Unit
P.O. Box 942898
Sacramento, Ca. 94298-0001

VEHICLE / EQUIPMENT INSPECTION REPORT
TOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) SOUTHLAND TRANSIT, INC.	PAGE 6 OF 12
INSPECTION ADDRESS 3650 ROCKWELL AVE	
CITY OR COUNTY EL MONTE, CA. 91731	DATE 3/6/09

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2004 THOMAS	EQUIPMENT NUMBER ELM47	LICENSE NUMBER 1175647	VIN 5DF232GB24JA59169	ODOMETER 91,583	TYPE FUEL CNG
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION ***OUT OF SERVICE***

***26453VC** *BRACKETS FAILING TO MOVE ON CONTACT BRAKING SURFACE UPON APPLICATION. 1 OF 4 BRACKETS DEFECTIVE. AXLE 2 RIGHT WEDGE BRAKE. (CORRECTED 3/6/09)*

1300N1242(2) *FIRE EXTINGUISHER YEARLY SERVICE OR INSPECTION EXPIRED. (CORRECTED 3/6/09)*

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2007 BLUE BIRD	EQUIPMENT NUMBER ACT-20	LICENSE NUMBER	VIN 1BAGJBMA57F252628	ODOMETER 34,560	TYPE FUEL CNG
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION **24252000L** *3 of 11 UPPER INTERIOR LIGHTS - INOP*

24252000L *2 of 2 INTERIOR LIGHTS AT REAR DOOR (FLOOR LEVEL) INOP*

NOTE: *NO FRONT / REAR LICENSE PLATE AT TIME OF INSPECTION*

INSPECTED BY
B. HICKIE

ID NUMBER
A10998

VEHICLE / EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) <i>SOUTH LAND TRANSIT INC.</i>	PAGE <i>7</i> OF <i>12</i>
INSPECTION ADDRESS <i>3650 ROCKWELL AVE</i>	
CITY OR COUNTY <i>EL MONTE, CA 91731</i>	DATE <i>3/6/09</i>

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE <i>2603</i> <i>BLUE BIRD</i>	EQUIPMENT NUMBER <i>BP2825</i>	LICENSE NUMBER <i>1131917</i>	VIN <i>1BAGEBK43F216425</i>	ODOMETER <i>233,160</i>	TYPE FUEL <i>D</i>
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

13CCM1267(b) RIGHT SIDE GRAB HANDLE AT FRONT DOOR LOOSE

2425200000 1 of 8 UPPER INTERIOR LIGHTS INOP

SHOP NOTE: RIGHT REAR (PLASTIC) BUMPER TORN APPROXIMATELY 45 INCHES.

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE <i>2603</i> <i>BLUE BIRD</i>	EQUIPMENT NUMBER <i>BP5821</i>	LICENSE NUMBER <i>1131920</i>	VIN <i>1BAGEBXA93F216421</i>	ODOMETER <i>277,473</i>	TYPE FUEL <i>D</i>
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

13CCM1232(k) COOLANT LIGHT (SENSOR) ILLUMINATED ON DASH

INSPECTED BY
A. HICKLE

ID NUMBER
A10998

VEHICLE / EQUIPMENT INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) SOUTH LAND TRANSIT INC.	PAGE 8 OF 12
INSPECTION ADDRESS 3650 ROCKWELL AVE	DATE 3/11/09
CITY OR COUNTY EL MONTE, CA. 91731	

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2002 GOSHEW SECURITY	EQUIPMENT NUMBER WC802	LICENSE NUMBER 6783298	VIN 4U2AAB262CK46850	ODOMETER 275,840	TYPE FUEL PROPANE
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION	
1300R1232(a)	ABS LIGHT (SENSOR) ILLUMINATED ON DASH
1300R1232(a)	BACK ROW SEATS LEFT SIDE, SEAT NUMBER 2, BACK SEAT CUSHION TORN APPROXIMATELY 2-3 INCHES
1300R1232(a)	RIGHT SIDE ROW SEATS, SEAT NUMBER 6, BOTTOM CUSHION TORN APPROXIMATELY 2-4 INCHES.
1300R1232(a)	FRONT SHOCKS LOOSE

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2007 CHEVY	EQUIPMENT NUMBER 37-01	LICENSE NUMBER 8J08979	VIN 1G8BE4V1677F423916	ODOMETER 13,624	TYPE FUEL 6
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION	
	NO VIOLATIONS NOTED AT THE TIME OF INSPECTION

INSPECTED BY B. HICKLE	ID NUMBER AN0998
----------------------------------	----------------------------

VEHICLE / EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

INSPECTION ADDRESS
3650 ROCKWELL AVE

CITY OR COUNTY
EL MONTE, CA. 91731 DATE
3/11/09

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE 2006 EL DORADO	EQUIPMENT NUMBER L308	LICENSE NUMBER 1231329	VIN 1N9MLA0696CO-84061	ODOMETER 106,688	TYPE FUEL NAO PANE
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

24252(a)VC 1 of 5 CLEARANCE LAMPS INOP

SHOP NOTE: RIGHT SIDE MID BODY PANEL DAMAGE

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE 2000 EL DORADO	EQUIPMENT NUMBER AOT-16	LICENSE NUMBER 1058366	VIN 1N9TBAC68YC084169	ODOMETER 195,049	TYPE FUEL CNG
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

24252(a)VC 3 of 11 UPPER INTERIOR LIGHTS INOP
1300A1263 2 of 2 LIGHTS AT REAR DOOR STEPS INOP
24252(a)VC 1 of 2 LIGHTS AT FRONT DOOR STEPS INOP

1300A1256(a) MOTOR CARRIER NAME OR TRADEMARK NOT DISPLAYED

34507.5(b)VC CARRIER IDENTIFICATION (CA) NUMBER NOT DISPLAYED

SHOP NOTE: RIGHT FRONT BUMPER STOOLE NEAR MAXIMUM

INSPECTED BY **B. HICKLE** ID NUMBER **A10998**

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)
SOUTHLAND TRANSIT INC PAGE **10** OF **12**
INSPECTION ADDRESS
3650 ROCKWELL AVE
CITY OR COUNTY
EDMONTE, CA. 91731 DATE
3/11/09

VEHICLE / EQUIPMENT INSPECTION REPORT
TOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	<input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE 2006 BLUE BIRD	EQUIPMENT NUMBER ACT-18	LICENSE NUMBER 1230492	VIN 1B7BJBMA37F252627	ODOMETER 48,585	TYPE FUEL CNG
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Truck <input type="checkbox"/> Bus	<input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE		SPEC. / TYPE		SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

- SECTION**
- 13CCN1232(a)** RIGHT SIDE REAR WINDOW EMERGENCY LATCH INOP
 - 13CCN1232(a)** SHUT-OFF HANDLE (KEYS) FOR CNG MISSING
 - 13CCN1256(a)** MOTOR CARRIER NAME ON TRANSPORTER NOT DISPLAYED
 - 13CCN1267(IX)(A)** INOPERATIVE SENSITIVE EDGES ON POWER ACTUATED DOOR NOT ADJACENT TO DRIVER.
 - 14507.5(b)VC** CARRIER IDENTIFICATION (CA) NUMBER NOT DISPLAYED

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	<input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE 2006 FORD	EQUIPMENT NUMBER 01-06	LICENSE NUMBER 1230589	VIN 1FD7E45566DAB5764	ODOMETER 57,260	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Truck <input type="checkbox"/> Bus	<input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE		SPEC. / TYPE		SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS Test <input type="checkbox"/> Certified <input type="checkbox"/> witnessed	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

- SECTION**
- 13CCN1232(a)** BATTERY NOT PROPERLY SECURED
 - 13CCN1232(a)** FRONT ALTH SHOCK LOOSE
 - 13CCN1232(a)** RIGHT SIDE UPPER HAND TRAIL LOOSE, 2 OF 10 SCREWS MISSING.

INSPECTED BY **B. HICKLE** ID NUMBER **A10998**

VEHICLE / EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev. 4-91) OPI 062

INSPECTION ADDRESS
3650 ROCKWELL AVE
CITY OR COUNTY
EL MONTE, CA. 91731 DATE
3/11/09

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE FORD	EQUIPMENT NUMBER 1100N-04-06	LICENSE NUMBER 1189262	VIN 1FDXE45586DA85765	ODOMETER 41,570	TYPE FUEL 6
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

NO VIOLATIONS NOTED

CHECK ONE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE FORD	EQUIPMENT NUMBER PR3369	LICENSE NUMBER 7P51486	VIN 1FDWE45FX3H879200	ODOMETER 99,713	TYPE FUEL D
CHECK ONE <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Trailer <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test witnessed		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

NO VIOLATIONS NOTED

INSPECTED BY
B. HICKLE

ID NUMBER
A10998

VEHICLE / EQUIPMENT INSPECTION REPORT
TOR CARRIER SAFETY OPERATIONS
GHP 343A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER) SOUTHLAND TRANSIT INC	PAGE 12 OF 12
INSPECTION ADDRESS 3650 ROCKWELL AVE	DATE 3/11/09
CITY OR COUNTY EL MONTE, CA, 91731	

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2008 FORD	EQUIPMENT NUMBER 3723	LICENSE NUMBER 8T10024	VIN 1FD4E45573D- B29437	ODOMETER 14,368	TYPE FUEL G
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

24252(a)VC 1 of 6 INTERIOR LIGHTS INOP

1300A1269.1(a)(5)(A) ~~WHEEL CHAIR~~ LIFT CONTROLS DO NOT PROPERLY INTER-
LOCK WITH THE TRANSMISSION. WHEEL CHAIR LIFT
CONTROLS PROPERLY INTERLOCK WITH THE BRAKES
SO THE VEHICLE WILL NOT MOVE WITH THE LIFT
DEPLOYED.

CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE 2000 EL DOIL	EQUIPMENT NUMBER 812	LICENSE NUMBER 6A85985	VIN 4U2ZABF408YCG 59600	ODOMETER 174,891	TYPE FUEL PROPANE
CHECK ONE <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE	SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Certified <input type="checkbox"/> Test <input type="checkbox"/> witnessed	ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

1300A1232(a) ABS INDICATOR LAMP ON

1300A1232(a) ENGINE OIL LEAK IN AREA OF TURBO CHARGER

24252(a)VC 1 of 5 CLEARANCE LIGHTS INOP

INSPECTED BY

H. MACIARLE

ID NUMBER

A10998

Bid Detail Information**Bid Number :** PW-ASD893**Bid Title :** Sunshine (South Whittier) Shuttle Service (2013-PA027)**Bid Type :** Service**Department :** Public Works**Commodity :** BUS - TRANSIT (COACH-MINI) CONVENTIONAL**Open Date :** 9/3/2013**Closing Date :** 9/30/2013 5:30 PM**Bid Amount :** \$ 570,380**Bid Download :** Not Available**Bid Description :**

PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Sunshine (South Whittier) Shuttle Service (2013-PA027). This contract has been designed to have a potential maximum contract term of five years, consisting of an initial one-year term and four potential additional one-year option renewals. The total contract amount of this service is estimated to be \$570,380. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/asd/contracts> or may be requested from Ms. Janet Lee at (626) 458 7167, jalee@dpw.lacounty.gov, or Mr. Eric Fong at (626) 458 4077, erfong@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/asd/contracts>.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document at the time of proposal submission including, but not limited to:

1. Proposer must have the following minimum number of years of experience using the listed vehicles to provide the same or similar type of fixed route services for governmental or social service agency(ies):

- Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
- Three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Please use Form PW-20, Proposer's Compliance with the Minimum Requirements of the RFP. Subcontracting is not allowed to meet this requirement.

2. Proposer's Project Manager must have the following minimum number of years of experience managing the same or similar type of fixed route services for governmental or social service agency(ies) using the listed vehicles:

- Three years of experience in compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
- Three years of experience in propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Please use Form PW-20, Proposer's Compliance with the Minimum Requirements of the RFP. Subcontracting is not allowed to meet this requirement.

3. Proposer or its subcontractor's Maintenance Manager must have the following minimum number of years of experience in maintaining similar fleets of transit vehicles:

- Three years of experience in maintaining compressed natural gas-powered, heavy-duty, low floor, 29 feet or longer transit buses.
- Three years of experience in maintaining propane-powered, heavy-duty, low floor, 29 feet or longer transit buses.

Please use Form PW-20, Proposer's Compliance with the Minimum Requirements of the RFP.

4. Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501(c)). (Please use Form PW-20, Proposer's Compliance with the Minimum Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.

5. Proposer's vehicle(s) must meet or exceed the service vehicle requirements as set forth in Exhibit I, Contractor-Provided Service Vehicle Requirements. If the Proposer does not meet the service vehicle(s) requirement at the time of submission, but fully intends to comply if awarded the contract, the Proposer must provide an affirmative statement that upon start of the contract, the service vehicle(s) will comply with Exhibit I, Contractor-Provided Service Vehicle Requirements. (Please use Form PW-20, Proposer's Compliance with the Minimum Requirements of the RFP.)

ENCLOSURE B

6. Proposer must submit copies of its employees' valid State of California Department of Motor Vehicles Class B (with a minimum of a "P" endorsement) commercial driver's licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. (Please use Form PW-21, Proposer's Compliance with the Certification/Licensing Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.

7. Proposer or its Subcontractor must submit copies of all National Institute for Automotive Service Excellence (ASE) certification in H-4 ASE Transit Bus Brake Test for all maintenance personnel identified; or Proposer must submit an affirmative statement that all of Proposer's maintenance personnel assigned to this contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brakes Test. (Please use Form PW-21, Proposer's Compliance with the Certification/Licensing Requirements of the RFP.)

8. Proposer or its Subcontractor must submit proof of Section 609 of the Clean Air Act: Motor Vehicle Air conditioning certification from an EPA-approved program or the equivalent ASE Refrigeration Recovery and Recycling Program certification for at least one member of their maintenance personnel identified in Form PW-21. (Please use Form PW-21, Proposer's Compliance with the Certification/Licensing Requirements of the RFP.)

A Proposers' Conference will be held on Monday, September 16, 2013, at 9:00 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room B. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference. After the third business day, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Monday, September 30, 2013, at 5:30 p.m. Please direct your questions to Ms. Lee or Mr. Fong at (626) 458-7167.

Contact Name : Ms. Janet Lee

Contact Phone# : (626) 458-7167

Contact Email : jalee@dpw.lacounty.gov

Last Changed On : 9/3/2013 7:57:38 AM

[Back to Last Window](#)